City of Prosser
CITY COUNCIL
REGULAR MEETING AGENDA
Council Chambers, 620 Market St, 1st Floor, Prosser WA 99350
Tuesday, June 23, 2026 @ 6:00 PM

To join the meeting, please click the following link:
https://prosser.webex.com/meet/prosser
Join by phone: +1-206-207-1700, Access code: 231 459 39313, Hit #, No Attendee Code, Hit #

Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CITIZEN PARTICIPATION

6. MAYOR AND CITY COUNCIL REPORTS AND COMMENTS

   a. America 250 Month Proclamation — 4
   Proclamation

7. CITY ADMINISTRATOR REPORTS AND COMMENTS

   a. Officer Maria Saucedo Academy Graduation Recognition *(John Markus, Police Chief)*

   b. Public Works Department Updates *(Marty Groom, Public Works Director)*
      - Sewer Lift Station 3 Upgrades HLA Task Order
      - Bennett Avenue Industrial Sewer and Lift Station Improvements
        - HLA Task Order
        - Benton County RCCF Disbursement Agreement
        - Milne Fruit Contribution Agreement

8. CONSENT AGENDA

   a. Approve payment of claim check nos. 31974 through 32038 and Electronic Payments in the amount of $238,940.59 for the period ending June 23, 2026. — 5 - 15
   Claim Checks

   b. Approve payment of payroll electronic payments in the amount of $17,712.55 for the period ending June 15, 2026. — 16 - 18
   Payroll Checks

   c. Approve meeting minutes for May 5, May 12, and May 26, 2026. — 19 - 28
   May Mtg Mins

   d. Adopt Resolution No. 26-_____ accepting grant funds in the amount of $1,300 from WA Office of Public Defense to support expenses related to indigent — 29 - 48

The first Ordinance passed will be Ordinance 26-3313
The first Resolution passed will be Resolution 26-1878

defense.
Resolution

Recommended Motion: *Approve Consent Agenda Items "A-D."*

9. CLOSED RECORD DECISION HEARING

a. Resolution Bella Vista Subdivision Phase I - III Preliminary Plat Amendment *(Rachel Shaw, City Administrator)* 49 - 64
- Open the Closed Record Decision Hearing
- Council Deliberation
- Close the Hearing

Resolution

Recommended Motion: *Adopt Resolution No. 26-_____ approving the Bella Vista Subdivision Phases I - III Preliminary Plat Amendment.*

10. COUNCIL ACTION

a. Resolution Approving 2027-2030 City Council Goals and Priorities *(Rachel Shaw, City Administrator)* 65 - 71
Resolution

Recommended Motion: *Adopt Resolution No. 26-_____ approving the City Council Goals and Priorities for 2027-2030.*

b. Amendments to the Special Event Permit Process, Notification Procedures, and Associated Master Fee Schedule *(Kathya Martinez, Recreation Manager)* 72 - 83
Special Event Amendments

Recommended Motion: *Approve amendments to the Special Event Permit process, notification procedures, and associated Master Fee Schedule.*

c. Ordinance Amending PMC 5.05 Nomadic (Mobile) Vendors *(Kurtis Johnson, Nexus Planning)* 84 - 139
Ordinance

Recommended Motion: *Adopt Ordinance No. 26-_____ amending PMC 5.05 for Nomadic (Mobile) Vendors.*

d. Ordinance Amending PMC 18.72 Sandwich Signs *(Nick Alsbury, Building Official)* 140 - 177
Ordinance

Recommended Motion: *Adopt Ordinance No. 26-_____ amending PMC 18.72 relating to sandwich signs.*

e. Ordinance Updating the Master Fee Schedule *(Toni Yost, Finance Director)* 178 - 222
Ordinance

Recommended Motion: *Adopt Ordinance No. 26-_____ amending the City's Master Fee Schedule.*

The first Ordinance passed will be Ordinance 26-3313
The first Resolution passed will be Resolution 26-1878

11. COUNCIL DISCUSSION

a. 2026 Comprehensive Plan Periodic Update *(Kurtis Johnson, Nexus Planning)* 223 - 358
Comp Plan

Recommendation: *Review the Environment, Climate, and Transportation Elements and provide direction on any proposed changes.*

b. PMC 2.110 Civil Service Commission Amendment *(Toni Yost, Finance Director)* 359 - 364
Draft Ordinance

Recommendation: *Review proposed amendment to PMC 2.110 to provide for the appointment and confirmation of Civil Service Commissioners.*

c. Prosser Municipal Code 2.130.010 Amendment and Addition of PMC 2.130.120 Tree Advisory Committee *(Rachel Shaw, City Administrator)* 365 - 380
Draft Ordinance

Recommendation: *Review proposed amendment to PMC 2.130.010 and the addition of PMC 2.130.120 Tree Advisory Committee.*

12. EXECUTIVE SESSION

a. **RCW 42.30.110(1)(b)(c)** 381
Executive Session Notice

13. ADD-ON ITEMS

14. ADJOURNMENT

The first Ordinance passed will be Ordinance 26-3313
The first Resolution passed will be Resolution 26-1878

Proclamation

WHEREAS, on July 4, 2026, the United States of America will commemorate the 250th anniversary of the signing of the Declaration of Independence; and

WHEREAS, this historic milestone provides an opportunity to reflect on our nation's history, honor the contributions of all Americans, and reaffirm the democratic ideals and freedoms that define the United States; and

WHEREAS, the Northwest Ordinance of 1787 established a framework of territorial governance and the creation of new states, including what would later become the State of Washington in 1889; and

WHEREAS, the City of Prosser was established as a townsite in 1882 and incorporated in 1899; and

WHEREAS, the Columbia River Chapter of the National Society of Daughters of the American Revolution honors those who achieved American independence and all who have shaped and preserved our nation over the past 250 years.

NOW, THEREFORE, BE IT RESOLVED that I, Gary Vegar, Mayor of the City of Prosser, Washington, and the City Council do hereby proclaim July 2026, as

"American 250 Month"

in the City of Prosser, and encourage all residents to commemorate America 250 by learning more about the history and enduring legacy of the American Revolution and the values that continue to shape our nation.

_____
Mayor Gary Vegar

_____
City Clerk Jacqueline Renteria

This 23rd day of June, 2026.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:
Approve payment of claim check nos. 31974 through 32038 and Electronic Payments in the amount of $238,940.59 for the period ending June 23, 2026.

Item Type:
Consent Agenda

Meeting Date:
June 23, 2026
Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Finance	Toni Yost	Lindsay Bardessono	(509) 786-2332

Cost of Proposal:
$238,940.59

Amount Budgeted:
See 2026 budget for each item listed.

Fund Name and Number:
See attached

Reviewed by Finance Department:

TY 06/19/2026

Attachments to Agenda Packet Item:

1. Check Register #31974 through #32038

Summary Statement:

Pay Period 06/10/2026-06/23/2026

Check Payments	Amount
31974 through 32038	$232,188.25

Electronic Payments	Amount	Electronic Payments	Amount
UKG Payroll	$4,626.67	Airfield Estates	$160.95
CSG Forte	$1,103.01	Coyote Canyon	$160.95
Rec 1	$231.00	Desert Moon	$160.95
Leaf	$147.86	Winemakers Loft	$160.95

Consistent with Council Goal:

Goal #2: Financial Sustainability

Recommended Action/Suggested Motion:

Recommended Motion: *Approve payment of claim check nos. 31974 through 32038 and Electronic Payments in the amount of $238,940.59 for the period ending June 23, 2026.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Toni Yost	N/A	Rachel Shaw
Date: Jun 19, 2026	**Date:**	**Date:** Jun 18, 2026

CHECK REGISTER

City Of Prosser

Time: 09:54:18 Date: 06/12/2026

06/15/2026 To: 06/15/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3213	06/15/2026	Payroll	1	EFT	UKG Payroll	4,626.67	WA State Unemployment Taxes- Draws; IRS Payroll Taxes- Draws; Medicare Payroll Taxes- Draws; OSDI Payroll Taxes - Draws; WA PFML Payroll Taxes- Draws; WA LTC Payroll Taxes- Draws

001 General Fund	4,198.16	
102 Street Fund	83.42	
403 Water Fund	192.78	
407 Sewer Fund	122.98	
448 Garbage Fund	29.33	
	4,626.67	Payroll: 4,626.67

T Yost

Signature

6/12/26

Date

CHECK REGISTER

City Of Prosser

Time: 12:46:16 Date: 06/17/2026

06/23/2026 To: 06/23/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3291	**06/23/202**	**Claims**	**1**	**EFT**	**Airfield Estates Winery**	**160.95**	**Special Event Refund**
		001 - 322 90 00 001 - Special Event Permits				-160.95	Special Event Refund
3292	**06/23/202**	**Claims**	**1**	**EFT**	**CSG Forte Payments, Inc**	**1,103.01**	**Rec 1 Online Pymts May 2026; Rec 1 Online Pymts May 2026**
		001 - 569 21 41 000 - Professional Services				5.67	Rec 1 Online Pymts May 2026
		001 - 569 21 41 000 - Professional Services				12.37	Rec 1 Online Pymts May 2026
		001 - 571 22 41 000 - Professional Services				239.21	Rec 1 Online Pymts May 2026
		001 - 571 22 41 000 - Professional Services				521.67	Rec 1 Online Pymts May 2026
		001 - 576 21 41 000 - Aquatic Center Programs - Pro				97.58	Rec 1 Online Pymts May 2026
		001 - 576 21 41 000 - Aquatic Center Programs - Pro				212.80	Rec 1 Online Pymts May 2026
		001 - 576 80 41 000 - Professional Services				4.31	Rec 1 Online Pymts May 2026
		001 - 576 80 41 000 - Professional Services				9.40	Rec 1 Online Pymts May 2026
3293	**06/23/202**	**Claims**	**1**	**EFT**	**Coyote Canyon Winery**	**160.95**	**Special Event Refund**
		001 - 322 90 00 001 - Special Event Permits				-160.95	Special Event Refund
3294	**06/23/202**	**Claims**	**1**	**EFT**	**Desert Moon Winery, LLC**	**160.95**	**Special Event Refund**
		001 - 322 90 00 001 - Special Event Permits				-160.95	Special Event Refund
3295	**06/23/202**	**Claims**	**1**	**EFT**	**Leaf**	**147.86**	**Admin Copier Lease May 2026**
		001 - 591 18 75 000 - Lease Payments - Copy Machir				147.86	Admin Copier Lease May 2026
3296	**06/23/202**	**Claims**	**1**	**EFT**	**Rec 1**	**231.00**	**Refund**
		001 - 347 60 00 000 - Recreation Program Fees				-54.00	Refund
		001 - 347 60 01 000 - Swim Lessons				-177.00	Refund
3297	**06/23/202**	**Claims**	**1**	**EFT**	**Winemakers Loft, LLC**	**160.95**	**Special Event Refund**
		001 - 322 90 00 001 - Special Event Permits				-160.95	Special Event Refund
3298	**06/23/202**	**Claims**	**1**	**31974**	**Abadan Tri Cities**	**775.91**	**Copier/Plotter Maintenance Jun 2026; Admin Copier Maintenance Jun 2026; WTP & Finance Copier Maintenance May 2026**
		001 - 518 88 48 000 - Repairs & Maintenance				390.19	Copier/Plotter Maintenance Jun 2026
		001 - 518 88 48 000 - Repairs & Maintenance				187.99	Admin Copier Maintenance Jun 2026
		001 - 518 88 48 000 - Repairs & Maintenance				5.95	Finance Copier Maintenance May 2026
		403 - 534 80 48 000 - Repairs & Maintenance				21.85	Copier/Plotter Maintenance Jun 2026
		403 - 534 80 48 000 - Repairs & Maintenance				23.87	WTP Copier Maintenance May 2026
		407 - 535 80 48 000 - Repairs & Maintenance				21.85	Copier/Plotter Maintenance Jun 2026
		448 - 537 80 48 000 - Repairs & Maintenance				3.02	Copier/Plotter Maintenance Jun 2026
		403 - 539 20 48 000 - Repairs & Maintenance				3.02	Copier/Plotter Maintenance Jun 2026
		102 - 542 90 48 000 - Repairs & Maintenance				21.85	Copier/Plotter Maintenance Jun 2026
		001 - 571 22 48 001 - Repairs & Maintenance				62.19	Copier/Plotter Maintenance Jun 2026
		001 - 576 21 48 000 - Aquatic Center Facilities - Repa				34.13	Copier/Plotter Maintenance Jun 2026
3299	**06/23/202**	**Claims**	**1**	**31975**	**Advanced Internet Service Provider, LLC**	**130.00**	**Internet Access PD**
		001 - 518 88 42 000 - Communications				130.00	Internet Access PD
3300	**06/23/202**	**Claims**	**1**	**31976**	**Amazon Capital Services, Inc.**	**3,736.12**	**Zip Ties, Duster, Tork Strap; Garage Door Control; Pool Supplies; Telescoping Duster; Standing Desk Mat, Floor Mats; Return Telescoping Duster; Heavy Duty Grapple; NNO Supplies; White Board & Planner;**
		001 - 513 10 31 000 - Office & Operating Supplies				991.28	Chairs
		001 - 514 23 31 000 - Office & Operating Supplies				35.00	Labels
		001 - 521 20 31 000 - Office & Operating Supplies				48.14	Forks, Batteries, Pins, Markers
		001 - 521 20 31 000 - Office & Operating Supplies				49.33	Wipes & Folders

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		144 - 521 20 31 144 - National Night Out -Supplies				226.83	NNO Supplies
		403 - 534 80 31 000 - Office & Operating Supplies				8.69	White Board & Planner
		403 - 534 80 31 000 - Office & Operating Supplies				455.82	Marking Paint
		407 - 535 80 31 000 - Office & Operating Supplies				278.58	Zip Ties, Duster, Tork Strap
		407 - 535 80 31 000 - Office & Operating Supplies				83.69	Garage Door Control
		407 - 535 80 31 000 - Office & Operating Supplies				51.62	Telescoping Duster
		407 - 535 80 31 000 - Office & Operating Supplies				450.67	Standing Desk Mat, Floor Mats
		407 - 535 80 31 000 - Office & Operating Supplies				-51.62	Return Telescoping Duster
		407 - 535 80 31 000 - Office & Operating Supplies				8.69	White Board & Planner
		448 - 537 80 31 000 - Office & Operating Supplies				8.70	White Board & Planner
		403 - 539 20 31 000 - Office & Operating Supplies				8.70	White Board & Planner
		102 - 542 90 31 000 - Office & Operating Supplies				108.36	Heavy Duty Grapple
		102 - 543 30 31 102 - Office & Operating Supplies				8.70	White Board & Planner
		001 - 571 22 31 001 - Office & Operating Supplies				196.04	Yard Sale Supplies
		001 - 571 22 31 001 - Office & Operating Supplies				368.75	Basketball Supplies
		001 - 576 21 31 000 - Aquatic Center Programs - Offi				274.54	Pool Supplies
		001 - 576 80 31 000 - Office & Operating Supplies				8.69	White Board & Planner
		001 - 576 80 31 000 - Office & Operating Supplies				116.92	Air Filter, Lubricant
3301	**06/23/202(**	**Claims**	**1**	**31977**	**Anatek Labs Inc**	**1,107.00**	**Bacteria Analysis; Bacteria Analysis; Bacteria Analysis; Bacteria Analysis**
		407 - 535 80 41 000 - Professional Services				192.00	Bacteria Analysis
		407 - 535 80 41 000 - Professional Services				192.00	Bacteria Analysis
		407 - 535 80 41 000 - Professional Services				192.00	Bacteria Analysis
		407 - 535 80 41 000 - Professional Services				531.00	Bacteria Analysis
3302	**06/23/202(**	**Claims**	**1**	**31978**	**Apollo Mechanical Contractors**	**6,670.63**	**PAC Repairs; Library Repairs; H' Maintenance; PAC Repairs**
		001 - 518 31 48 000 - Repairs & Maintenance				775.08	HVAC Maintenance
		403 - 534 80 48 000 - Repairs & Maintenance				790.53	HVAC Maintenance
		407 - 535 80 48 000 - Repairs & Maintenance				643.75	HVAC Maintenance
		102 - 542 90 48 000 - Repairs & Maintenance				442.90	HVAC Maintenance
		001 - 569 21 48 000 - Repairs & Maintenance				927.00	HVAC Maintenance
		001 - 572 50 48 000 - Repairs & Maintenance				1,071.24	Library Repairs
		001 - 572 50 48 000 - Repairs & Maintenance				406.91	HVAC Maintenance
		001 - 576 20 48 000 - Aquatic Center Facilities - Repa				440.24	PAC Repairs
		001 - 576 20 48 000 - Aquatic Center Facilities - Repa				182.83	HVAC Maintenance
		001 - 576 20 48 000 - Aquatic Center Facilities - Repa				990.15	PAC Repairs
3303	**06/23/202(**	**Claims**	**1**	**31979**	**Autozone**	**401.38**	**Antifreeze; Cleaner, Oil, Brake Pads, Filters**
		407 - 535 80 31 000 - Office & Operating Supplies				91.18	Antifreeze
		407 - 535 80 31 000 - Office & Operating Supplies				310.20	Cleaner, Oil, Brake Pads, Filters
3304	**06/23/202(**	**Claims**	**1**	**31980**	**Axon Enterprise, Inc**	**46.20**	**Cradle Point Router**
		108 - 594 21 64 108 - Capital Expenditures/Expenses				46.20	Cradle Point Router
3305	**06/23/202(**	**Claims**	**1**	**31981**	**Benton Co Commissioners**	**18,021.13**	**District Court May 2026; Public Defense May 2026; County Bldg Lease July 2026**
		001 - 512 52 41 000 - Professional Services				6,860.82	District Court May 2026
		001 - 512 52 41 000 - Professional Services				6,863.43	Public Defense May 2026
		001 - 591 18 75 001 - Lease Payments - City Hall Lea:				4,296.88	County Bldg Lease July 2026
3306	**06/23/202(**	**Claims**	**1**	**31982**	**Benton Co Prosecutor's Off**	**326.72**	**Kids Haven 1st Qtr 2026**
		001 - 521 20 41 000 - Professional Services				326.72	Kids Haven 1st Qtr 2026
3307	**06/23/202(**	**Claims**	**1**	**31983**	**Benton Co Treasurers IT Dept**	**8,624.00**	**IT Services April 2026; IT Services May 2026**

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 518 88 41 000 - Professional Services				6,160.00	IT Services April 2026
		001 - 518 88 41 000 - Professional Services				2,002.00	IT Services May 2026
		403 - 534 80 41 000 - Professional Services				184.80	IT Services April 2026
		403 - 534 80 41 000 - Professional Services				30.80	IT Services May 2026
		407 - 535 80 41 000 - Professional Services				30.80	IT Services April 2026
		407 - 535 80 41 000 - Professional Services				30.80	IT Services May 2026
		448 - 537 80 41 000 - Professional Services				30.80	IT Services April 2026
		448 - 537 80 41 000 - Professional Services				30.80	IT Services May 2026
		403 - 539 20 41 000 - Professional Services				30.80	IT Services April 2026
		403 - 539 20 41 000 - Professional Services				30.80	IT Services May 2026
		102 - 543 30 41 000 - Professional Services				30.80	IT Services April 2026
		102 - 543 30 41 000 - Professional Services				30.80	IT Services May 2026
3308	**06/23/2026**	**Claims**	**1**	**31984**	**Benton Franklin Dist Health**	**240.00**	**Drinking Water Bacteria May 2026**
		403 - 534 80 41 000 - Professional Services				240.00	Drinking Water Bacteria May 2026
3309	**06/23/2026**	**Claims**	**1**	**31985**	**Devlin Bosted**	**50.00**	**Referee Services**
		001 - 571 22 41 000 - Professional Services				50.00	Referee Services
3310	**06/23/2026**	**Claims**	**1**	**31986**	**Bright Line Pavement Markings, LLC**	**14,131.00**	**Street Striping 2026**
		102 - 542 64 41 000 - Professional Services				14,131.00	Street Striping 2026
3311	**06/23/2026**	**Claims**	**1**	**31987**	**Brown's Tire Co Inc**	**55.43**	**Flat Repair**
		102 - 542 90 48 000 - Repairs & Maintenance				55.43	Flat Repair
3312	**06/23/2026**	**Claims**	**1**	**31988**	**CI Shred & Information Mgmt**	**88.73**	
		001 - 514 30 41 000 - Professional Services				44.37	Shredding Services May 2025
		001 - 521 20 41 000 - Professional Services				44.36	Shredding Services May 2025
3313	**06/23/2026**	**Claims**	**1**	**31989**	**CenturyLink**	**580.60**	**Scada Lines May 2026; Scada Lines June 2026**
		403 - 534 80 42 000 - Communications				193.53	Scada Lines May 2026
		403 - 534 80 42 000 - Communications				193.53	Scada Lines June 2026
		407 - 535 80 42 000 - Communications				96.77	Scada Lines May 2026
		407 - 535 80 42 000 - Communications				96.77	Scada Lines June 2026
3314	**06/23/2026**	**Claims**	**1**	**31990**	**Cintas Corp**	**384.04**	**First Aid Refill; First Aid Refill**
		001 - 518 31 31 000 - Office & Operating Supplies				189.57	First Aid Refill
		001 - 521 20 31 000 - Office & Operating Supplies				194.47	First Aid Refill
3315	**06/23/2026**	**Claims**	**1**	**31991**	**Cook's Hardware, Inc**	**1,221.83**	**Thread; Elbow; Solvent & Adapter; Bolt; Sprayer & Cleaner; Chemical Tabs; Trim Screws, Brush, Caulk, Glue; Tube Square, Steel Angle, Screws; Tubing; Sand; Bucket, Mixer, Sand; Cleaner; Brush, Roller,;**
		001 - 521 20 31 000 - Office & Operating Supplies				15.26	Shipping
		403 - 534 80 31 000 - Office & Operating Supplies				21.72	Solvent & Adapter
		403 - 534 80 31 000 - Office & Operating Supplies				61.95	Wrench Set
		407 - 535 80 31 000 - Office & Operating Supplies				126.67	Trim Screws, Brush, Caulk, Glue
		407 - 535 80 31 000 - Office & Operating Supplies				167.32	Tube Square, Steel Angle, Screws
		407 - 535 80 31 000 - Office & Operating Supplies				32.60	Tubing
		407 - 535 80 31 000 - Office & Operating Supplies				122.04	Staples, Knife, Scissors
		407 - 535 80 31 000 - Office & Operating Supplies				175.37	Pine Stud, Sprayer, Dowels
		102 - 542 90 31 000 - Office & Operating Supplies				1.73	Thread
		102 - 542 90 31 000 - Office & Operating Supplies				7.55	Elbow
		102 - 542 90 31 000 - Office & Operating Supplies				17.37	Sand
		102 - 542 90 31 000 - Office & Operating Supplies				35.86	Cleaner

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 - 542 90 31 000 - Office & Operating Supplies				21.72	Weeder
		102 - 542 90 31 000 - Office & Operating Supplies				34.97	Tape & Frame
		102 - 542 90 31 000 - Office & Operating Supplies				16.94	Roller & Brush
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				47.80	Bucket, Mixer, Sand
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				48.20	Insect Repellant
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				20.64	Pocket Knife
		001 - 576 80 31 000 - Office & Operating Supplies				8.67	Bolt
		001 - 576 80 31 000 - Office & Operating Supplies				56.49	Sprayer & Cleaner
		001 - 576 80 31 000 - Office & Operating Supplies				58.68	Chemical Tabs
		001 - 576 80 31 000 - Office & Operating Supplies				64.88	Brush, Roller, Tray, Paint
		001 - 576 80 31 000 - Office & Operating Supplies				38.08	Insect Repellant
		001 - 576 80 31 000 - Office & Operating Supplies				14.33	PVC Caps
		001 - 576 80 31 000 - Office & Operating Supplies				4.99	Tees
3316	**06/23/202(**	**Claims**	**1**	**31992**	**Cypfer Inc**	**7,500.00**	**Cyber Threat Fix**
		001 - 521 20 41 000 - Professional Services				7,500.00	Cyber Threat Fix
3317	**06/23/202(**	**Claims**	**1**	**31993**	**Databar**	**445.67**	**CCR Printing**
		403 - 534 80 41 000 - Professional Services				445.67	CCR Printing
3318	**06/23/202(**	**Claims**	**1**	**31994**	**Direct Pointe 7, Inc.**	**96.69**	**Authentication App**
		001 - 518 88 41 000 - Professional Services				96.69	Authentication App
3319	**06/23/202(**	**Claims**	**1**	**31995**	**Enviro - Clean Equipment**	**3,671.74**	**Cobra Hose & Handgun**
		407 - 535 80 31 000 - Office & Operating Supplies				3,671.74	Cobra Hose & Handgun
3320	**06/23/202(**	**Claims**	**1**	**31996**	**Thomas Forsyth**	**315.00**	**Meal Reimbursement**
		001 - 521 20 43 000 - Travel & Training				315.00	Meal Reimbursement
3321	**06/23/202(**	**Claims**	**1**	**31997**	**Galls, LLC**	**2,351.34**	**Saucedo Uniform; Biase Uniform; Biase Uniform; Back Panel; Emblems; Biase Armor**
		001 - 521 20 21 000 - Uniforms				101.73	Saucedo Uniform
		001 - 521 20 21 000 - Uniforms				317.67	Biase Uniform
		001 - 521 20 21 000 - Uniforms				206.85	Biase Uniform
		001 - 521 20 21 000 - Uniforms				39.11	Back Panel
		001 - 521 20 31 000 - Office & Operating Supplies				359.42	Emblems
		001 - 521 20 35 000 - Small Tools & Minor Equipmen				1,326.56	Biase Armor
3322	**06/23/202(**	**Claims**	**1**	**31998**	**Uriel Gonzalez**	**4,320.82**	**Baseball Jerseys**
		001 - 571 22 31 001 - Office & Operating Supplies				4,320.82	Baseball Jerseys
3323	**06/23/202(**	**Claims**	**1**	**31999**	**HD Fowler, Co**	**1,150.22**	**Compound Coupler & Flange**
		403 - 534 80 31 000 - Office & Operating Supplies				1,150.22	Compound Coupler & Flange
3324	**06/23/202(**	**Claims**	**1**	**32000**	**HLA Engineering & Land Surveying, Inc**	**88,997.94**	**6th St Sidewalk May 2026; Alexander Ct May 2026; PD Design Rebuild May 2026; WWTP Influent May 2026; ADA Action Plan May 2026; Ziply Fiber May 2026; Alexander Ct Phase 2 May 2026; General Sewer Plan M**
		403 - 534 80 41 000 - Professional Services				2,121.00	General Services May 2026
		407 - 535 80 41 000 - Professional Services				647.25	General Sewer Plan May 2026
		407 - 535 80 41 000 - Professional Services				7,005.00	General Services May 2026
		152 - 542 10 41 000 - Professional Services				10,396.16	Byron Rd Project May 2026
		102 - 542 90 41 000 - Professional Services				2,647.75	General Services May 2026
		102 - 543 30 41 000 - Professional Services				5,479.88	Ziply Fiber May 2026
		001 - 558 60 41 000 - Professional Services				1,359.00	General Services May 2026
		303 - 594 21 41 001 - Police Department Rebuild - Pr				458.25	PD Design Rebuild May 2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		463 - 594 34 41 463 - Capital Expenditures/Expenses				450.50	Wells 2 & 3 May 2026
		466 - 594 34 64 466 - Capital Expenditures/Expenses				6,940.33	ASR Pilot Test Feb-May 2026
		467 - 594 35 63 467 - Capital Expenditures/Expenses				13,974.10	WWTP Influent May 2026
		305 - 595 10 41 000 - Capital Expenditures/Expenses				9,650.00	WCR/OIE Roundabout May 2026
		304 - 595 10 41 304 - Capital Expenditures/Expenses				3,136.75	Alexander Ct May 2026
		304 - 595 10 41 304 - Capital Expenditures/Expenses				9,201.72	Alexander Ct Phase 2 May 2026
		110 - 595 30 63 110 - Capital Expenditures/Expenses				2,690.25	ADA Action Plan May 2026
		104 - 595 95 64 000 - Capital Expenditures/Expenses				12,840.00	6th St Sidewalk May 2026
3325	**06/23/2026**	**Claims**	**1**	**32001**	**Helena Agri-Enterprises, LLC**	**353.28**	**Spray**
		102 - 542 70 31 000 - Office & Operating Supplies				353.28	Spray
3326	**06/23/2026**	**Claims**	**1**	**32002**	**Historic Downtown Prosser Assoc**	**43.50**	**Special Event Refund**
		001 - 322 90 00 001 - Special Event Permits				-43.50	Special Event Refund
3327	**06/23/2026**	**Claims**	**1**	**32003**	**City Of Kennewick**	**3,666.45**	**2026 Bi-Pin 2nd Qtr**
		001 - 521 20 41 000 - Professional Services				3,666.45	2026 Bi-Pin 2nd Qtr
3328	**06/23/2026**	**Claims**	**1**	**32004**	**Ward, Katelyn & Klick, Christopher**	**68.29**	**2775.01 - 1922 HIGHLAND DR**
		403 - 343 41 00 000 - Water Revenues				-25.95	2775.01 - 1922 HIGHLAND DR
		407 - 343 50 00 000 - Sewer Revenues				-41.69	2775.01 - 1922 HIGHLAND DR
		448 - 343 71 00 000 - Garbage Service Charges				-16.32	2775.01 - 1922 HIGHLAND DR
		448 - 343 72 00 000 - Refuse Tax Collection				0.46	2775.01 - 1922 HIGHLAND DR
		448 - 343 74 00 000 - Administrative Fee				1.61	2775.01 - 1922 HIGHLAND DR
		403 - 343 90 00 000 - Irrigation Fees & Charges				13.23	2775.01 - 1922 HIGHLAND DR
		448 - 359 90 00 000 - Billing Fee				0.37	2775.01 - 1922 HIGHLAND DR
3329	**06/23/2026**	**Claims**	**1**	**32005**	**Kronos SaaShr Inc**	**2,113.38**	**Payroll Software May 2026**
		001 - 518 88 41 000 - Professional Services				851.94	Payroll Software May 2026
		403 - 534 80 41 000 - Professional Services				149.03	Payroll Software May 2026
		407 - 535 80 41 000 - Professional Services				170.74	Payroll Software May 2026
		448 - 537 80 41 000 - Professional Services				18.86	Payroll Software May 2026
		102 - 542 90 41 000 - Professional Services				83.71	Payroll Software May 2026
		001 - 576 21 41 000 - Aquatic Center Programs - Pro				839.10	Payroll Software May 2026
3330	**06/23/2026**	**Claims**	**1**	**32006**	**LS Networks**	**2,020.81**	**Internet Access Jun 2026**
		001 - 518 88 42 000 - Communications				437.02	Internet Access Jun 2026
		403 - 534 80 42 000 - Communications				437.02	Internet Access Jun 2026
		102 - 542 90 42 000 - Communications				217.96	Internet Access Jun 2026
		001 - 569 21 42 000 - Communications				217.96	Internet Access Jun 2026
		001 - 576 20 42 000 - Aquatic Center Facilities - Com				437.02	Internet Access Jun 2026
		001 - 576 80 42 000 - Communications				273.83	Internet Access Jun 2026
3331	**06/23/2026**	**Claims**	**1**	**32007**	**Language Line Services, Inc**	**9.11**	**Translating Services May 26**
		001 - 514 23 41 000 - Professional Services				9.11	Translating Services May 26
3332	**06/23/2026**	**Claims**	**1**	**32008**	**LexisNexis Risk Solutions**	**217.40**	**Online Subscriptions May 2026**
		001 - 521 20 41 000 - Professional Services				217.40	Online Subscriptions May 2026
3333	**06/23/2026**	**Claims**	**1**	**32009**	**Lower Valley Machine Shop**	**47.56**	**Tax On Inv#156770**
		403 - 534 80 31 000 - Office & Operating Supplies				47.56	Tax On Inv#156770
3334	**06/23/2026**	**Claims**	**1**	**32010**	**John H Markus**	**770.58**	**Travel Reimbursement**
		001 - 521 20 43 000 - Travel & Training				770.58	Travel Reimbursement
3335	**06/23/2026**	**Claims**	**1**	**32011**	**NW Farm Supply**	**181.84**	**Plywood; Chain & Grab Hook; Gloves**
		407 - 535 80 31 000 - Office & Operating Supplies				25.46	Plywood

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 - 542 90 31 000 - Office & Operating Supplies				97.70	Chain & Grab Hook
		102 - 542 90 31 000 - Office & Operating Supplies				58.68	Gloves
3336	**06/23/202(**	**Claims**	**1**	**32012**	**National Barricade Of Spokane**	**135.88**	**Post**
		102 - 542 64 31 000 - Office & Operating Supplies				135.88	Post
3337	**06/23/202(**	**Claims**	**1**	**32013**	**Nexus Planning Services, LLC**	**5,534.80**	**Planning May 2026**
		001 - 558 60 41 000 - Professional Services				5,534.80	Planning May 2026
3338	**06/23/202(**	**Claims**	**1**	**32014**	**North Central Laboratories**	**237.93**	**Lab Supplies**
		407 - 535 80 31 000 - Office & Operating Supplies				237.93	Lab Supplies
3339	**06/23/202(**	**Claims**	**1**	**32015**	**Northstar Chemical Inc**	**7,141.73**	**Chemicals; Chemicals; Chemicals**
		403 - 534 80 31 000 - Office & Operating Supplies				5,364.35	Chemicals
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				346.89	Chemicals
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				1,430.49	Chemicals
3340	**06/23/202(**	**Claims**	**1**	**32016**	**O'Reilly Auto Parts**	**440.74**	**Spark Plugs; Battery; Wipers; Battery**
		403 - 534 80 31 000 - Office & Operating Supplies				165.04	Battery
		407 - 535 80 31 000 - Office & Operating Supplies				60.63	Wipers
		102 - 542 90 31 000 - Office & Operating Supplies				186.96	Battery
		001 - 576 80 31 000 - Office & Operating Supplies				28.11	Spark Plugs
3341	**06/23/202(**	**Claims**	**1**	**32017**	**Office Depot**	**81.22**	**Tape Dispenser, Binders, Envelopes, Pens; Binders**
		001 - 514 23 31 000 - Office & Operating Supplies				29.20	Envelopes, Pens
		403 - 534 80 31 000 - Office & Operating Supplies				2.60	Tape Dispenser, Binders
		403 - 534 80 31 000 - Office & Operating Supplies				6.06	Binders
		407 - 535 80 31 000 - Office & Operating Supplies				2.60	Tape Dispenser, Binders
		407 - 535 80 31 000 - Office & Operating Supplies				6.06	Binders
		448 - 537 80 31 000 - Office & Operating Supplies				2.60	Tape Dispenser, Binders
		448 - 537 80 31 000 - Office & Operating Supplies				6.07	Binders
		403 - 539 20 31 000 - Office & Operating Supplies				2.60	Tape Dispenser, Binders
		403 - 539 20 31 000 - Office & Operating Supplies				6.07	Binders
		102 - 543 30 31 102 - Office & Operating Supplies				2.61	Tape Dispenser, Binders
		102 - 543 30 31 102 - Office & Operating Supplies				6.07	Binders
		001 - 576 80 31 000 - Office & Operating Supplies				2.61	Tape Dispenser, Binders
		001 - 576 80 31 000 - Office & Operating Supplies				6.07	Binders
3342	**06/23/202(**	**Claims**	**1**	**32018**	**Oxarc**	**2,828.92**	**Chemicals; Tank Rental May 2026**
		407 - 535 80 45 000 - Operating Rentals & Leases				40.93	Tank Rental May 2026
		001 - 576 20 31 000 - Aquatic Center Facilities - Offic				2,787.99	Chemicals
3343	**06/23/202(**	**Claims**	**1**	**32019**	**Pitney Bowes Bank, Inc. Reserve Account**	**2,250.00**	**Postage**
		001 - 518 88 42 000 - Communications				2,209.69	Postage
		403 - 534 80 42 000 - Communications				8.06	Postage
		407 - 535 80 42 000 - Communications				8.06	Postage
		448 - 537 80 42 000 - Communications				8.06	Postage
		403 - 539 20 42 000 - Communications				8.06	Postage
		102 - 543 30 42 102 - Communications				8.07	Postage
3344	**06/23/202(**	**Claims**	**1**	**32020**	**Pitney Bowes, Inc**	**148.08**	**CH Postage Meter Lease Qtr 2**
		001 - 591 18 75 000 - Lease Payments - Copy Machir				140.15	CH Postage Meter Lease Qtr 2
		403 - 591 34 75 403 - Water fund - Lease Payments				1.58	CH Postage Meter Lease Qtr 2
		407 - 591 35 75 000 - Sewer Fund - Lease Payments				1.59	CH Postage Meter Lease Qtr 2
		448 - 591 37 75 000 - Garbage Fund - Lease Paymen				1.59	CH Postage Meter Lease Qtr 2
		403 - 591 39 75 000 - Irrigation -Lease Payments				1.59	CH Postage Meter Lease Qtr 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 - 591 47 75 102 - Street Dept - Lease Payments				1.58	CH Postage Meter Lease Qtr 2
3345	**06/23/202€**	**Claims**	**1**	**32021**	**Pitney Bowes-Purchase Power**	**327.55**	**Postage & PD Postage Machine Lease Qtr 2**
		001 - 518 88 42 000 - Communications				244.24	Postage
		403 - 534 80 42 000 - Communications				1.15	Postage
		407 - 535 80 42 000 - Communications				1.15	Postage
		448 - 537 80 42 000 - Communications				1.15	Postage
		403 - 539 20 42 000 - Communications				1.16	Postage
		102 - 543 30 42 102 - Communications				1.15	Postage
		001 - 591 18 75 000 - Lease Payments - Copy Machir				77.55	PD Postage Machine Lease Qtr 2
3346	**06/23/202€**	**Claims**	**1**	**32022**	**Police & Sheriffs Press, Inc**	**40.00**	**ID Cards SC & VH**
		001 - 524 20 31 000 - Office & Operating Supplies				20.00	ID Cards VH
		403 - 534 80 31 000 - Office & Operating Supplies				3.33	ID Cards SC
		407 - 535 80 31 000 - Office & Operating Supplies				3.33	ID Cards SC
		448 - 537 80 31 000 - Office & Operating Supplies				3.34	ID Cards SC
		403 - 539 20 31 000 - Office & Operating Supplies				3.33	ID Cards SC
		102 - 542 90 31 000 - Office & Operating Supplies				3.34	ID Cards SC
		001 - 576 80 31 000 - Office & Operating Supplies				3.33	ID Cards SC
3347	**06/23/202€**	**Claims**	**1**	**32023**	**Print Guys**	**22.50**	**Business Cards TF**
		001 - 521 20 31 000 - Office & Operating Supplies				22.50	Business Cards TF
3348	**06/23/202€**	**Claims**	**1**	**32024**	**Procom LLC**	**2,418.00**	**Drug Testing**
		001 - 576 21 41 000 - Aquatic Center Programs - Pro				2,418.00	Drug Testing
3349	**06/23/202€**	**Claims**	**1**	**32025**	**Prosser Chamber Of Commerce**	**7,589.95**	**Tourism Reimbursement May 2026**
		130 - 573 90 41 000 - Professional Services				5,511.89	Tourism Reimbursement May 2026
		130 - 573 91 41 000 - Professional Services - Legal/A				2,078.06	Tourism Reimbursement May 2026
3350	**06/23/202€**	**Claims**	**1**	**32026**	**Prosser Economic Dvlpmt Assoc**	**7,500.00**	**2026 Qtr 2 Contract Services**
		001 - 558 70 41 000 - Professional Services				7,500.00	Qtr 1 Contract For Services
3351	**06/23/202€**	**Claims**	**1**	**32027**	**Prosser Napa**	**528.26**	**Battery; Return Core**
		403 - 534 80 31 000 - Office & Operating Supplies				684.79	Battery
		403 - 534 80 31 000 - Office & Operating Supplies				-156.53	Return Core
3352	**06/23/202€**	**Claims**	**1**	**32028**	**RDO Equipment**	**317.24**	**Bumper, Cobra Pliers, Angle Nose Tool**
		102 - 542 90 31 000 - Office & Operating Supplies				317.24	Bumper, Cobra Pliers, Angle Nose Tool
3353	**06/23/202€**	**Claims**	**1**	**32029**	**Traffic Safety Supply**	**1,375.62**	**Cones**
		102 - 542 64 31 000 - Office & Operating Supplies				1,375.62	Cones
3354	**06/23/202€**	**Claims**	**1**	**32030**	**Mail Station - Bc-mn-hi8r US Bank**	**32.00**	**Monthly Maintenance May 2026**
		001 - 514 23 48 000 - Repairs & Maintenance				32.00	Monthly Maintenance May 2026
3355	**06/23/202€**	**Claims**	**1**	**32031**	**Valley Pipe Co**	**48.43**	**Drip Hose, Punch, Bug, Cap**
		001 - 518 31 31 000 - Office & Operating Supplies				48.43	Drip Hose, Punch, Bug, Cap
3356	**06/23/202€**	**Claims**	**1**	**32032**	**Valley Publishing Co, Inc**	**64.94**	**Planning Comm Vacancy**
		001 - 514 30 41 000 - Professional Services				64.94	Planning Comm Vacancy
3357	**06/23/202€**	**Claims**	**1**	**32033**	**Valley Wide Cooperative, Inc**	**199.92**	**Plate & Angle**
		407 - 535 80 31 000 - Office & Operating Supplies				199.92	Plate & Angle
3358	**06/23/202€**	**Claims**	**1**	**32034**	**Cell Phone Verizon Wireless**	**40.01**	**Meter Book May 2026**
		403 - 534 80 42 000 - Communications				40.01	Meter Book May 2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3359	**06/23/202(**	**Claims**	**1**	**32035**	**WA Assoc Of Sheriffs & Chiefs**	**75.00**	**Membership**
		001 - 521 20 49 000 - Miscellaneous				75.00	Membership
3360	**06/23/202(**	**Claims**	**1**	**32036**	**WA State Auditor's Office**	**12,797.77**	**Accountability Audit 2026**
		001 - 514 23 41 000 - Professional Services				12,797.77	Accountability Audit 2026
3361	**06/23/202(**	**Claims**	**1**	**32037**	**WMCA**	**15.00**	**Membership RS**
		001 - 513 10 49 000 - Miscellaneous				15.00	Membership RS
3362	**06/23/202(**	**Claims**	**1**	**32038**	**WMS Aquatics**	**5,064.42**	**Pool Vacuum**
		001 - 576 20 35 001 - Aquatic Center Facilities - Smal				5,064.42	Pool Vacuum

001 General Fund	101,834.84	
102 Street Fund	25,943.46	
104 Streets And Transportation Reserve	12,840.00	
108 General Fund Vehicle Replacement Reserve Fund	46.20	
110 Arterial Street Fund	2,690.25	
130 Hotel/Motel Tax Fund	7,589.95	
144 PS Enhancement Fund	226.83	
152 Infrastructure Develop Reserve	10,396.16	
303 Police Station and City Hall Replacement Proje	458.25	
304 Alexander Court Improvement Project	12,338.47	
305 WCR Roundabout	9,650.00	
403 Water Fund	12,806.88	
407 Sewer Fund	15,998.83	
448 Garbage Fund	128.87	
463 Well 2 & 3 Project Fund	450.50	
466 ASR Project Fund	6,940.33	
467 WWTP Influent Improvement Project	13,974.10	
	Claims:	234,313.92
* Transaction Has Mixed Revenue And Expense Accounts	234,313.92	

Elia Tzib

Signature

6/17/26

Date

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Approve payment of payroll electronic payments in the amount of $17,712.55 for the period ending June 15, 2026. **Item Type:** Consent Agenda	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Finance	Toni Yost	Elia Tzib	509-786-2332

Cost of Proposal:	Fund Name and Number:
$17,712.55 **Amount Budgeted:** Various amounts in salaries, wages, and benefits.	N/A

Reviewed by Finance Department:

TY 05/19/2026

Attachments to Agenda Packet Item:

1. Payroll Check Register

Summary Statement:

Payroll electronic payments in the amount of $17,712.55 for the period ending June 15, 2026.

Consistent with Council Goal:

Goal #2: Financial Sustainability, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Approve payment of payroll electronic payments in the amount of $17,712.55 for the period ending June 15, 2026.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:

Toni Yost **Date:**	N/A **Date:**	Rachel Shaw **Date:** Jun 18, 2026

CHECK REGISTER

City Of Prosser

Time: 09:55:30 Date: 06/12/2026

06/15/2026 To: 06/15/2026

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3212	06/15/2026	Payroll	1	EFT	UKG Payroll	17,712.55	Mid Month Draws
		001 General Fund				12,469.35	
		102 Street Fund				1,021.00	
		403 Water Fund				2,416.70	
		407 Sewer Fund				1,446.30	
		448 Garbage Fund				359.20	
						17,712.55	Payroll: 17,712.55

T Yost

Signature

6/12/26

Date

CITY OF PROSSER WASHINGTON
CITY COUNCIL WORK SESSION
TUESDAY, MAY 5, 2026

CALL TO ORDER: Mayor Vegar called the Work Session to order at 7:00 p.m. The meeting was held in Council Chambers located at 620 Market Street, 1st Floor, and virtually.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL: Council Members Julie Mercer, Bill Jenkin, Felix Cortes, Maricela Sanchez, Carolina Licano, Steve Becken, and Anna Kellogg were present. Others in attendance were Mayor Gary Vegar, Attorney Benjamin Goodwin (virtual), Building Official Nick Alsbury, City Administrator Rachel Shaw, City Clerk Jacqueline Renteria, Deputy Clerk Kendall Murphey, Finance Director Toni Yost, Police Chief John Markus, Public Works Director Marty Groom and Recreation Manager Kathya Martinez.

APPROVAL OF AGENDA: Motion was made by Council Member Kellogg, seconded by Council Member Becken, to approve the agenda as presented. *PASSED 7 YES, 0 NO, 0 ABSENT.*

MAYOR AND CITY COUNCIL REPORTS AND COMMENTS: Mayor Vegar invited Council comments. Council Member Kellogg reported on the recent Parks, Recreation, and Open Space (PROS) Committee meeting. Council Member Cortes attended a Workers Day event and expressed interest in a similar event in Prosser. She also asked about City involvement in Día de los Niños events, and staff noted the City was a sponsor. Council Member Licano reminded Council of the upcoming Prosser Economic Development Association (EDA) Annual Meeting. Council Member Becken shared a complaint about the downtown clock, and staff reported repairs are underway. Council Member Sanchez highlighted the successful Día de los Niños and Color Run events at City Park, emphasizing community engagement and youth activities. Council Member Jenkin shared concerns about maintenance and tree coverage at the skate park, and staff noted the issue is being addressed.

Mayor Vegar provided an update on the PROS Committee meeting, including review of the Washington State Recreation and Conservation Office (RCO) grant funding for Crawford Park and City Park, updates on fencing improvements near Grant Street Bridge, and discussions regarding reestablishing the Tree Committee.

Sergeant Promotion Pinning and Oath of Office Ceremony
A promotion and pinning ceremony was held for Thomas Forsyth in recognition of his promotion from Detective to Sergeant. City Clerk Renteria administered the Oath of Office.

Public Service Recognition Week Proclamation
Mayor Vegar read and presented a proclamation recognizing Public Service Recognition Week.

Professional Municipal Clerks Week Proclamation
Mayor Vegar read and presented a proclamation recognizing Professional Municipal Clerks Week to City Clerk Renteria and Deputy Clerk Murphey.

CITY ADMINISTRATOR REPORTS AND COMMENTS: City Administrator Shaw provided updates on the Sprayfield Project, including feasibility and environmental review efforts. Shaw also shared an update on the community visioning process with Rupert and expressed appreciation for the collaboration and development of actionable goals for Prosser's future. Additionally, Shaw noted attendance at a conference in Mercer Island and shared excitement regarding the kickoff of the Creative District initiative and continued community engagement efforts.

Prosser Chamber of Commerce Quarterly Report
Written report only.

Historic Downtown Prosser Quarterly Report
Written report only.

COUNCIL DISCUSSION:

Special Event Permit Process Review (PMC 5.30)
Recreation Manager Martinez reviewed with Council the Special Event Permit process. Council discussed permit-related fees and provided feedback on the application process. Council Members requested this topic be revisited at a future meeting. Council Member Mercer requested that the Princess Theatre Director attend a future meeting to provide additional perspective regarding events being held in neighboring communities.

Nomadic Vendor Application Process Review (PMC 5.05)
City Administrator Shaw reviewed the nomadic vendor fee structure, noting that the fee is applied per location due to required site reviews. Council discussed whether the fee should be adjusted to remove the address-specific requirement. Staff explained that each location requires a $50 site review to ensure compliance with codes. Shaw will provide the nomadic vendor and special event application codes to Council for review and feedback. This item will be reviewed at the June work session.

2027-2032 Six-Year Transportation Improvement Plan
Public Works Director Groom presented the draft Six-Year Transportation Improvement Plan (STIP) and proposed updates to the project list. Council discussed adding future improvements to Patterson Avenue with a focus on pedestrian safety, including existing and future sidewalk improvements, school crossing areas, and opportunities for additional safety enhancements such as flashing beacons and traffic calming measures. Council expressed concerns regarding the SR 22 and Market Street intersection and the need to continue pursuing solutions to improve safety in that area. This item will return for Council action on May 26, 2026.

EXECUTIVE SESSION:

RCW 42.30.110(1)(b) and (c)
At 9:00 P.M., Mayor Vegar recessed the Work Session of the Prosser City Council to hold an Executive Session pursuant to RCW 42.30.110(1)(b) and (c). The session was expected to last 10 minutes and was to include Mayor and Council Members, Attorney, City Administrator, City Clerk, Finance Director, and Police Chief.

At 9:10 p.m., City Clerk Renteria stated an additional 5 minutes was needed.

At 9:15 p.m., City Clerk Renteria stated an additional 5 minutes was needed.

At 9:20 p.m., Mayor Vegar reconvened the Work Session and stated no action was taken.

ACTION ITEMS: Motion was made by Council Member Kellogg, seconded by Council Member Licano to authorize the Mayor and/or his designee to negotiate a purchase and sale agreement for the property located at 1002 Dudley Avenue, to include the parking lot on a separate parcel. *PASSED 4 YES, 3 NO (Mercer, Cortes, Sanchez), 0 ABSENT.*

ADD-ON ITEMS: (None)

ADJOURNMENT: There being no further business, the Work Session was adjourned at 9:25 p.m.

Jacqueline Renteria, City Clerk

Date Approved: June 23, 2026

CITY OF PROSSER WASHINGTON
REGULAR CITY COUNCIL MEETING
TUESDAY, MAY 12, 2026

CALL TO ORDER: Mayor Vegar called the Regular Meeting to order at 6:00 p.m. The meeting was held in Council Chambers located at 620 Market Street, 1st Floor, and virtually.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL: Council Members Julie Mercer, Bill Jenkin, Felix Cortes, Maricela Sanchez, Carolina Licano, and Anna Kellogg were present. Council Member Becken was absent. Others in attendance were Mayor Gary Vegar, Attorney Benjamin Goodwin (virtual), City Administrator Rachel Shaw, City Clerk Jacqueline Renteria, Finance Director Toni Yost, Recreation Manager Kathya Martinez, and Public Works Director Marty Groom.

APPROVAL OF AGENDA: Motion was made by Council Member Kellogg, seconded by Council Member Cortes, to approve the agenda as presented. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

CITIZEN PARTICIPATION:
Rita Brown, Prosser, WA, asked for clarification regarding how the City's Nomadic Vendor requirements apply to farmers market vendors due to the Market's exemption from the Special Event Permit process and expressed concern regarding the permitting cost and sandwich board sign regulations and fees.

Katie Lake, Prosser, WA, spoke in support of allowing sandwich board signs in the downtown area and shared that her business removed its signs and reported a decline in business activity and expressed concern about the cost of permits and potential penalties for noncompliance.

Camile Klingle and Louie Long, Prosser, WA, shared information regarding the Princess Theater and its youth programs. Highlighted the success of current productions and the large number of volunteers and participants involved. Noted the positive impact the theater has on community and the regional participation it attracts.

Joey Hernandez, Prosser, WA, on behalf of the Eastern Washington Ballooning Community announced the upcoming Prosser Flag and Flight Festival June 12-14, 2026, and shared that the event is expected to bring pilots, aircraft, and visitors from across the Northwest. Requested a streamlined permitting process for new community events and expressed concerns about unexpected costs and signage requirements.

Mandy Johnson, Prosser, WA, on behalf of the American Ballooning Community, shared support for the comments regarding the upcoming festival and the challenges faced by first-year events. Requested clearer communication about permit requirements, including sandwich board signage and other event related approvals. Encouraged the City to keep fees affordable to help new community events succeed.

MAYOR AND CITY COUNCIL REPORTS AND COMMENTS: Mayor Vegar invited Council comments. Council Member Cortes thanked those present for their input. Council Member Mercer expressed concerns about semi-trucks turning on 6th Street in the downtown. Council Member Sanchez shared insights from a tree equity seminar, emphasizing the importance of preserving and expanding green public spaces. Council Member Jenkin thanked attendees for their input and raised concerns regarding the library's presentation on Senior Center activities and youth involvement.

Mayor Vegar reported that Fulcrum Environmental has begun the environmental review of the recently acquired PIL building for potential police department use. He also attended a Mayors Conference focused on municipal

legal issues, shared outreach efforts with the Yakama Nation regarding a potential presence on the Wamba property and noted discussions about reestablishing the Tree Committee.

Mental Health Awareness Month Proclamation
Mayor Vegar read a proclamation recognizing Mental Health Awareness Month. Brittany Aguilar, Prosser Thrive, accepted the proclamation. Council agreed to the request to light the bridge green to promote Mental Health Awareness.

National Police Week Proclamation
Mayor Vegar read and presented a proclamation recognizing National Police Week to the Police Department.

National Public Works Week Proclamation
Mayor Vegar read and presented a proclamation recognizing National Public Works Week to Public Works Director Marty Groom and entire department.

CITY ADMINISTRATOR REPORTS AND COMMENTS: City Administrator Shaw reported the following: a letter regarding the sign ordinance discussion was received from Danna Hobbs and copy was provided to Council; Public Works Director Groom, along with HLA Engineering and Land Surveying, Inc., presented the Aquifer Storage Recovery (ASR) project at the American Water Works Association (AWWA) Conference; the City received the "Contributor of the Year" award at the Prosser Economic Development Association (EDA) Annual Meeting where City Administrator Shaw presented on city activities; submission of two Recreation Conservation Office (RCO) grants; and an offer was made to a candidate for the Assistant Public Works Director position. Council was notified of an upcoming Boys & Girls Club event.

Princess Theater
Chris Rosselli, Executive Director, shared his experience with the City's special event permit process and noted some challenges. He highlighted the theater's community partnerships, programs, and financial operations. Rosselli expressed concern that Prosser's process is more burdensome than those of neighboring communities, citing higher fees and less support. Council discussed opportunities to improve communication, reduce barriers, and strengthen partnerships to help retain community events in Prosser.

Grant Writer Quarterly Report
Written report only.

CONSENT AGENDA: Motion was made by Council Member Kellogg, seconded by Council Member Cortes, to approve the Consent Agenda Items "A-D". *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

a) Approve payment of payroll check nos. 10083-10084 and electronic payments in the amount of $254,099.52 for the period ending April 30, 2026.
b) Approve payment of claim check nos. 31723 through 31809 and Electronic Payments in the amount of $952,830.06 for the period ending May 12, 2026.
c) Approve the Special Event Permit Application for the Sacred Heart Parish Festival on August 8 & 9, 2026, at the Prosser City Park.
d) Accept invoices for Tourism and Promotional Reimbursable Expenses for the 2026 calendar year and authorize payment for those services in the amount of $31,048.65.

COUNCIL ACTION:

ACCEPTANCE OF A DONATION IN THE AMOUNT OF $1,300,000.00 FOR THE PARKS RESERVE FUND FOR THE PURPOSE OF DEVELOPING A NEW CITY PARK: Motion was made by Council Member Kellogg, seconded by Council Member Mercer, to accept the donation of $1,300,000.00 to the Parks

Reserve Fund, for the purpose of developing a new City public park, located at the intersection of Wamba Road and Wine Country Road, Benton County Parcel No. 102841000010002. Further that the City agrees to maintain the subject property for park and recreation purposes for a period of up to fifty years from the date of acceptance of the donation. In the event the City Council determines, within that 50-year period, to repurpose, sell or otherwise convert the property to a non-park use, the City shall reimburse the donors, or their estate or designated successor, the original donated amount of $1,300,000.00. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

ORDINANCE NO. 26-3311 UPDATING PROSSER MUNICIPAL CODE 12.04 AND 12.05 SIDEWALKS MAINTENANCE AND CONSTRUCTION REQUIREMENTS: Motion was made by Council Member Kellogg, seconded by Council Member Mercer, to adopt Ordinance No. 26-3311 to update the Prosser Municipal Code 12.04 and 12.05 Sidewalks Maintenance and Construction Requirements. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

ORDINANCE NO. 26-3312 AMENDING THE BUDGET TO RECEIVE GRANT FUNDING FOR A FIELD PAINTER: Motion was made by Council Member Kellogg, seconded by Council Member Mercer, to adopt Ordinance No. 26-3312 amending the budget to accept grant funds from the Edgar Whitehead Foundation for the purchase of a field painter. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

RESOLUTION NO. 26-1872 ADOPTING THE ADA SELF-EVALUATION AND TRANSITION PLAN AND RESOLUTION NO. 26-1873 ADOPTING THE ADA SAFETY ACTION PLAN: Motion was made by Council Member Licano, seconded by Council Member Mercer, to adopt Resolution No. 26-1872 approving the ADA Self-Evaluation and Transition Plan. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

Motion was made by Council Member Licano, seconded by Council Member Kellogg, to adopt Resolution No. 26-1873 approving the ADA Safety Action Plan. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

6TH STREET SIDEWALK IMPROVEMENTS FROM PROSSER AVENUE TO DUDLEY AVENUE AND THE 8TH STREET ADA RAMP IMPROVEMENTS*:* Motion by Council Member Kellogg, seconded by Council Member Jenkin, to select Option No. 3 for the 6th Street Sidewalk Improvement Project. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

Motion by Council Member Mercer, seconded by Council Member Kellogg, to authorize and assign REET and TBD funds to the 6th Street Sidewalk Improvements and 8th Street ADA Ramp Improvements. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

Motion by Council Member Kellogg, seconded by Council Member Cortes, to approve of HLA Task Order No. 26086 to complete the engineering and authorize the Mayor to execute the agreement. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

COUNCIL DISCUSSION:

2027-2032 Final Six-Year Transportation Improvement Plan

Public Works Director Groom presented the proposed plan and upcoming projects. Council discussed priorities and directed staff to proceed with the required public hearing and future adoption.

Rural County Capital Fund (RCCF) Funding Award for the Bennett Avenue Industrial Sewer and Lift Station 2 Replacement

Public Works Director Groom announced that the City was awarded Rural County Capital Fund assistance for the Bennett Avenue Industrial Sewer and Lift Station 2 Replacement Project. Council discussed the funding package and matching contributions, including support from Milne Fruit. Item would be brought back for consideration at a future meeting.

Prosser Municipal Code 18.72 Sign Ordinance

Council discussed updates to the sign ordinance, focusing on sandwich board regulations. Building Official Alsbury clarified that violations are civil infractions, not criminal. Council discussed whether fees or permits should be required. There was discussion on the various options regarding permit requirements and how associated fees should stay at around $50. Concerns were raised about impacts on small businesses, sidewalk clearance requirements, and enforcement practicality. Placement options (against the wall vs. near the curb) were also discussed. Council direction was to remove or reduce sandwich board fees and bring the item back for further discussion at the June Work Session.

EXECUTIVE SESSION:

RCW 42.30.110(1)(a)(ii)

At 8:20 p.m., Mayor Vegar recessed the Regular Meeting of the Prosser City Council to hold an Executive Session pursuant to RCW 42.30.110(1)(a)(ii). The session was expected to last 5 minutes and was to include Mayor and Council Members, Attorney, City Administrator, City Clerk, and Finance Director.

At 8:25 p.m., City Clerk Renteria stated an additional 5 minutes was needed.

At 8:30 p.m., Mayor Vegar reconvened the Regular Meeting and stated no action was taken during the Executive Session.

ADD-ON ITEMS: (None)

ADJOURNMENT: There being no further business, the Regular Meeting was adjourned at 8:30 p.m.

_____

Jacqueline Renteria, City Clerk

Date Approved: June 23, 2026

CITY OF PROSSER WASHINGTON
REGULAR CITY COUNCIL MEETING
TUESDAY, MAY 26, 2026

CALL TO ORDER: Mayor Vegar called the Regular Meeting to order at 6:00 p.m. The meeting was held in Council Chambers located at 620 Market Street, 1st Floor, and virtually.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.

ROLL CALL: Council Members Julie Mercer, Bill Jenkin, Felix Cortes, Maricela Sanchez (virtual), Carolina Licano, and Anna Kellogg were present. Council Member Steve Becken requested an excused absence. Others in attendance were Mayor Gary Vegar, Attorney Benjamin Goodwin (virtual), Building Official Nick Alsbury, City Administrator Rachel Shaw, City Clerk Jacqueline Renteria, Finance Director Toni Yost, and Police Chief John Markus.

APPROVAL OF AGENDA: Motion was made by Council Member Jenkin, seconded by Council Member Kellogg, to approve the agenda as presented. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

CITIZEN PARTICIPATION: John Breeze, Prosser WA, requested replacement of the flag at the Prosser Depot and asked whether responsibility for maintenance rests with the City or Depot, Inc.

MAYOR AND CITY COUNCIL REPORTS AND COMMENTS: Mayor Vegar invited Council comments. Council Member Cortes shared that the school year was nearing completion. Council Member Licano reported on a recent Lodging Tax Advisory Committee (LTAC) meeting and expressed excitement regarding ongoing community projects and future park improvements. Council Member Mercer attended the Creative District launch event at the Princess Theatre and Solid Waste Advisory meeting. Mercer noted the momentum surrounding the Creative District initiative and its potential to support local artisans and economic development. Council Member Sanchez reported on a Benton-Franklin Council of Governments presentation regarding neighborhood development standards and expressed interest in concepts such as improved street connectivity and neighborhood design. Council Member Becken attended a Chamber of Commerce Board meeting where concerns regarding special event permits and Flock cameras were discussed.

Mayor Vegar provided an update on the Prosser Creative District, including discussions with WSDOT regarding gateway signage and potential ArtsWA grant opportunities, and noted the potential economic benefits the district could bring to the community.

CITY ADMINISTRATOR REPORTS AND COMMENTS: City Administrator Shaw reported that the Memorial Day Weekend Aquatic Center food drive was successful, with approximately 1,517 attendees. Donations will be collected and weighed by Jubilee Ministries. Council also received information about the upcoming Prosser Thrive Coalition Key Leader Lunch in June and a meeting with Eric Mendenhall to discuss the Lewis and Clark Development and form-based development concepts. In response to Council questions, staff reported that the Flock camera program remains on hold pending further review and budget discussions.

Yakima Basin Fish & Wildlife Recovery Board Annual Report
Alex Conley, Executive Director, provided an overview of the organization's mission, recovery planning efforts, and current habitat restoration projects. Council discussed opportunities to support river restoration and natural habitat improvements.

Mid-Columbia Libraries Quarterly Report
Written report only.

Prosser Boys & Girls Club Quarterly Report
Written report only.

CONSENT AGENDA: Motion was made by Council Member Kellogg, seconded by Council Member Mercer, to approve Consent Agenda Items "A-E". *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

a) Approve payment of payroll electronic payments in the amount of $17,745.50 for the period ending May 15, 2026.
b) Approve payment of claim check nos. 31810 through 31887 and Electronic Payments in the amount of $293,114.02 for the period ending May 26, 2026.
c) Accept invoices for Tourism and Promotional Reimbursable Expenses for the 2026 calendar year and authorize payment for those services in the amount of $13,169.66.
d) Approve meeting minutes for April 28, 2026.
e) Approve the Special Event Permit Application and Fireworks Ban Special Use Waiver for the Prosser Scottish Festival and Highland Games to be held on June 20, 2026, at the Prosser Wine and Food Park.

PUBLIC HEARING:
Six-Year Transportation Improvement Plan
At 7:00 p.m., Mayor Vegar recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding the Six-Year Transportation Improvement Plan for 2027-2031. No public comments received. At 7:01 p.m., Mayor Vegar closed the Public Hearing and reconvened the Regular Meeting.

COUNCIL ACTION:

RESOLUTION NO. 26-1874 ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (STIP) 2027-2032: Motion was made by Council Member Kellogg, seconded by Council Member Licano, to adopt Resolution No. 26-1874 approving the Six-Year Transportation Improvement Program 2027-2032. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

PUBLIC HEARING:
Surplus Sprayfield Property and Miscellaneous Tools Public Hearing
At 7:03 p.m., Mayor Vegar recessed the Regular Meeting of the Prosser City Council to conduct a Public Hearing regarding the Surplus Sprayfield Property and Miscellaneous Tools. City Administrator Shaw stated that no action would take place on the Sprayfield Property due to a discrepancy in the parcel listing. No public comments received. At 7:06 p.m., Mayor Vegar closed the Public Hearing and reconvened the Regular Meeting.

COUNCIL ACTION:

RESOLUTION NO. 26-1875 SURPLUSING CITY OF PROSSER PROPERTY: Motion was made by Council Member Kellogg, seconded by Council Member Cortes, to adopt Resolution No. 26-1875 approving the surplus of miscellaneous tools. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

CONFIRM APPOINTMENTS TO CIVIL SERVICE COMMISSION AND PLANNING COMMISSION: Motion was made by Council Member Jenkin, seconded by Council Member Licano, to table item. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

RESOLUTION NO. 26-1876 COMMITTING MATCH FUNDS FOR THE CITY PARK YOUTH OBSTACLE CHALLENGE COURSE PROJECT: Motion was made by Council Member Licano, seconded by Council Member Kellogg to approve Resolution No. 26-1876 to commit match funds for the City Park Youth Obstacle Challenge Course Project and authorize the Mayor to sign the RCO Applicant Resolution/Authorization form. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

RESOLUTION NO. 26-1877 COMMITTING MATCH FUNDS FOR THE CRAWFORD PARK RESTROOM AND TRAIL RENOVATION PROJECT: Motion was made by Council Member Licano, seconded by Council Member Kellogg, to approve Resolution No. 26-1877 by committing match funds for the Crawford Park Restroom and Trail Renovation Project and authorize the Mayor to sign the RCO Applicant Resolution/Authorization form. *PASSED 6 YES, 0 NO, 1 ABSENT (Becken).*

COUNCIL DISCUSSION:

PMC 9.20 False Alarm Registration Presentation

Council reviewed the False Alarm Registration presentation. No modifications or policy changes were recommended at this time.

ADD-ON ITEMS: City Administrator Shaw reviewed the process used to fill vacancies and make appointments to boards and commissions. Council discussed future Planning Commission reappointments and received information regarding the duties and responsibilities of the Civil Service Commission. Council directed staff to return the board and commission appointment items for further consideration at the June 9th meeting.

ADJOURNMENT: There being no further business, the Regular Meeting was adjourned at 7:56 p.m.

_____

Jacqueline Renteria, City Clerk

Date Approved: June 23, 2026

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Adopt Resolution No. 26-_____ accepting grant funds in the amount of $1,300 from WA Office of Public Defense to support expenses related to indigent defense. **Item Type:** Consent Agenda	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Finance	Toni Yost	Toni Yost	509-786-2332

Cost of Proposal:	Fund Name and Number:
$1,300 grant award **Amount Budgeted:** n/a	001 - General Fund

Reviewed by Finance Department:

TY 06/18/2026

Attachments to Agenda Packet Item:

1. Resolution No. 26-_____
2. Interagency Funding Agreement

Summary Statement:

The City was recently awarded a grant in the amount of $1,300 to assist with the cost of providing high-quality indigent defense services for defendants facing certain charges. Thile this support will not cover the entire expense of these services, the city is grateful for the support and award.

Attached for Council's consideration is a copy of the funding agreement and resolution which provides for the acceptance of the funds and agreement.

Consistent with Council Goal:

Goal #2: Financial Sustainability, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:
Recommended Motion: *Adopt Resolution No. 26-_____ accepting grant funds in the amount of $1,300 from WA Office of Public Defense to support expenses related to indigent defense.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Toni Yost **Date:** Jun 18, 2026	 **Date:**	Rachel Shaw **Date:** Jun 18, 2026

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 26-_____

A RESOLUTION APPROVING AN INTERAGENCY AGREEMENT BETWEEN THE CITY OF PROSSER AND WASHINGTON STATE OFFICE OF PUBLIC DEFENSE TO ACCEPT GRANT FUNDING IN THE AMOUNT OF $1,300 FOR COSTS RELATED TO INDIGENT DEFENSE.

WHEREAS, the City of Prosser is required by RCW to provide high-quality indigent defense services; and

WHEREAS, The WA Office of Public Defense has awarded the city $1,300 to reimburse the city for a portion of it's costs related to these services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Prosser, that the following documents, copies of which are attached hereto and incorporated herein by reference. Are hereby approved and adopted and shall be in effect.

FUTHER IT IS RESOLVED, the Finance Director is authorized to prepare and submit all required submittals, reports, and reimbursement requests related to this funding.

ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this _____ day of _____, 2026.

_____
MAYOR GARY VEGAR

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

Approved as to form:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

CONTRACT FACE SHEET	
1. Recipient City of Prosser 620 Market St, 1st Floor Prosser, WA 99350	**2. Recipient Representative** Gary Vegar rshaw@ci.prosser.wa.us 509-786-2332
3. Office of Public Defense (OPD) 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957	**4. OPD Representative** Grace O'Connor grace.oconnor@opd.wa.gov (564) 999-6612
5. Maximum Reimbursement Amount $1,300.00	**6. Period of Performance** Wednesday, July 1, 2026 through Wednesday, June 30, 2027
7. Recipient Statewide Vendor Number: SWV0015958-00	**8. Contract Identification Number:** FY270107
9. Purpose The purpose of this Agreement is to provide partial reimbursement to Recipient for the cost of providing high-quality indigent defense services for defendants facing charges of simple possession or public use offenses under RCW 69.50.4011(1)(b) or (c), RCW 69.50.4013, RCW 69.50.4014, or RCW 69.41.030(1), or under local ordinances involving allegations of simple possession or public use of a controlled substance, counterfeit substance, or legend drugs, consistent with RCW 2.70.200.	
10. Acknowledgment The Office of Public Defense (OPD) and Recipient, as defined above, acknowledge and accept the terms of this Contract and any attachments, exhibits and hyperlinked documents herein, and have executed this Contract on the date below. The rights and obligations of both parties are governed by this Contract and the other documents incorporated by reference.	
11. Authority The terms and conditions of this Contract are an integration of and constitute the final, entire, and exclusive understanding of the agreement between the parties, superseding and merging all previous agreements, writings, and communications between the parties made prior to or at the signing of this Contract. The parties signing below warrant they have read and understand this Contract and have authority to enter into this agreement.	

INTERAGENCY AGREEMENT

between

WASHINGTON STATE OFFICE OF PUBLIC DEFENSE

and

City of Prosser

CONTRACT NUMBER FY270107

1. PARTIES TO THE AGREEMENT

This Interagency Agreement (IAA) is made and entered into by and between the State of Washington acting by and through the Washington State Office of Public Defense, hereinafter referred to as "OPD," and City of Prosser, hereinafter referred to as "Contractor" or "Recipient". Collectively will be known as the "parties" and individually as the "party".

2. PURPOSE

The purpose of this Agreement is to provide partial reimbursement to City of Prosser (Recipient) for the cost of providing high-quality indigent defense services for defendants facing charges of simple possession or public use offenses under RCW 69.50.4011(1)(b) or (c), RCW 69.50.4013, RCW 69.50.4014, or RCW 69.41.030(1), or under local ordinances involving allegations of simple possession or public use of a controlled substance, counterfeit substance, or legend drugs, consistent with RCW 2.70.200.

3. PERIOD OF AGREEMENT

Subject to its other provisions, the period of agreement under this Contract will commence on Wednesday, July 1, 2026, and run through Wednesday, June 30, 2027, unless terminated sooner or extended, as provided herein.

4. MAXIMUM REIMBURSEMENT AMOUNT

A. OPD shall reimburse for authorized expenses as identified in Section 6, Authorized Reimbursable Expenses.

B. OPD will subtract from reimbursement amounts where Recipient or Recipient's court has assessed a cost of counsel against an indigent defendant and the indigent defendant has either signed a promissory note for that amount, or had a fee imposed at sentencing for this purpose. Recipient shall report such assessed costs to OPD.

C. The maximum amount Recipient may be reimbursed for authorized expenses shall not exceed $1,300.00 for the period of this Agreement.

D. Subject to the availability of funds, and upon mutual agreement, Recipient and OPD may amend this Contract in writing to increase the allocated maximum reimbursement amount.

5. TERMS OF REIMBURSEMENT

A. OPD will reimburse Recipient upon acceptance of expenses and receipt of properly completed invoices, and sufficient documentation supporting the invoices. Recipient shall submit invoices to the Representative for OPD subject to the invoicing schedule included in subsection (H) below.

B. OPD will provide an invoice form to Recipient. Recipient shall provide sufficient documentation accompanying the invoice to prove, to OPD's satisfaction, the costs incurred by Recipient and to allow OPD to determine that the costs were for Authorized Reimbursable Expenses. Sufficient documentation will include case numbers during the invoice time period and proof that the requested expenses were paid by Recipient. Sufficient documentation demonstrating costs incurred by Recipient may include, but is not limited to, salary pay stubs or invoices for contracted services. OPD reserves the right to amend the invoice form at any time.

C. Payment will be considered timely if made by OPD within 30 calendar days after receipt of properly completed invoices. OPD shall send payment to Recipient via the default payment method associated with Recipient's Statewide Vendor Number.

D. OPD may, in its sole discretion, terminate this Agreement or withhold payments claimed by Recipient for services rendered if Recipient fails to satisfactorily comply with any term or condition of this Agreement.

E. OPD shall not make any payments in advance or in anticipation of services or supplies to be provided under this Agreement.

F. Recipient shall report whether it will be unable to spend the maximum reimbursement amount during the Agreement Period, or if Recipient anticipates a need to increase the maximum reimbursement amount. Any request to increase the maximum amount will be subject to Section 4(D) Maximum Reimbursement Amount. OPD reserves the right to amend this agreement to reduce the maximum reimbursement amount set forth in Section 4(D), and reallocate unspent funds to other jurisdictions, if Recipient's invoicing indicates it will be underspent.

G. Reimbursable expenses must be incurred between Wednesday, July 1, 2026 and Wednesday, June 30, 2027. Recipient shall bear the cost of and ensure continued Consultation and Representation for all individuals who are being represented by Recipient's attorneys on Qualifying Cases when the agreement period ends.

H. Recipient shall invoice OPD at least quarterly, but no more than once per month, according to the following schedule.

   1. Known expenses for July 1 through September 30, 2026 shall be submitted by November 1, 2026.
   2. Known expenses for October 1 through December 31, 2026 shall be submitted by February 1, 2027.
   3. Known expenses for January 1 through March 31, 2027 shall be submitted by May 1, 2027.
   4. Known expenses for April 1 through June 30, 2027 shall be submitted by July 15, 2027.

I. OPD understands Recipient's contractors may not bill Recipient timely and that Recipient may not be aware of expenses in a particular quarter until after the submission deadline has passed. OPD will reimburse for invoices submitted outside the schedule outlined in sub-section (H) above, except for and subject to the limitation set forth in sub-section (j) below.

J. OPD's fiscal year runs from July 1, 2026 to June 30, 2027. Recipient must submit invoices for costs incurred during the performance period by July 15, 2027, or expenses may not be reimbursed. OPD makes no guarantee of reimbursement for eligible expenses invoiced after July 15, 2027.

6. AUTHORIZED REIMBURSABLE EXPENSES

Recipient is authorized to seek reimbursement up to the maximum amount set forth in Section 4 Maximum Reimbursement Amount, for the following costs, subject to the provisions in Section 7 Duplication of Billed Costs and Section 8 Disallowed Costs.

A. Compensation for attorney Representation on Qualifying Cases.

B. Compensation for attorney Consultation on Qualifying Cases.

C. Support staff time devoted to assisting and supporting attorney Representation and Consultation on Qualifying Cases.

D. Investigation costs associated with Qualifying Cases.

E. Expert services where the scope of the expert's expertise is related to a Qualifying Charge.

F. Interpreter costs (out-of-court) on Qualifying Cases.

G. Pre-approved training events for attorneys and defender professional staff.

H. Compensation for attorney Representation on an appeal undertaken according to the Rules for Appeal of Decisions of Courts of Limited Jurisdiction (RALJ) where the RALJ appeal contains an issue for review arising from a Qualifying Charge.

I. Other indirect costs necessary to providing representation or consultation if pre-approved by OPD.

7. DUPLICATION OF BILLED COSTS

Recipient shall not bill OPD for services performed under this Contract, and OPD shall not pay Recipient, if Recipient is entitled to payment or has been or will be paid by any other source, including grants, for that service.

8. DISALLOWED COSTS

Recipient is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its contractors or subcontractors.

9. ADDITIONAL DEFINITIONS

A. "Alternatives to Prosecution" means an opportunity to depart from the traditional criminal case process of charge to plea or trial. Examples include, but are not limited to, stipulated continuances, deferrals, Specialty or Therapeutic courts, Pre-file Diversion programs, or Pre-trial Diversion programs.

B. "Consultation" means consultation for a client prior to assignment of counsel at first appearance or arraignment. Consultation also means advising a Client on Pre-File or Pre-Trial Diversion options. Consultation also means advising a client during the pendency of pre-trial Diversion.

C. "Client" means an indigent individual facing a pending charge or charged with a Qualifying Charge in a court of limited jurisdiction.

D. "Pre-File Diversion" means an opportunity for a client to depart from the criminal legal system, initiated by either law enforcement or the prosecutor, that takes place before charges are filed against the Client. Pre-

File Diversion may be, but need not be, organized under RCW 69.50.4011(3)(c), 69.50.4013(2)(c), 69.50.4014(2), or 69.41.030(2)(e).

E. "Pre-Trial Diversion" means an opportunity for a client to depart from the criminal legal system after charges are filed against a defendant but before a plea is entered, or before proceeding to trial. Pre-Trial Diversion may be, but need not be, organized under RCW 69.50.4017.

F. "Qualifying Charge" means a charge of violating RCW 69.50.4011(1)(b) or (c), 69.50.4013, 69.50.4014, 69.41.030(2), (b), or (c); or a charge under a local ordinance involving allegations of possession or public use of a controlled substance, counterfeit substance, or legend drug.

G. "Qualifying Case" means a proceeding filed against a client in a court of limited jurisdiction in which at least one of the charges filed, either originally or as amended, is a Qualifying Charge, even if later dismissed.

H. "Representation" means appointment to represent clients in Qualifying Cases, including but not limited to appearance at arraignment, pre-trial appearances, motions, sentencings, status conferences, review hearings, client conferences, and preparation for trial. Representation also means appointment to represent clients for Alternatives to Prosecution, including on motions to terminate clients from Alternatives to Prosecution.

I. "Specialty or Therapeutic Court" means a court utilizing a program structured to achieve both a reduction in recidivism and an increase in the likelihood of rehabilitation, or to address substance use disorder or mental health conditions in defendants through continuous and judicially supervised treatment and the appropriate use of services, sanctions, and incentives.

10. OVERSIGHT

Over the duration of the agreement term, OPD may conduct site visits for purposes of ensuring the use of funds for their specified purposes. At OPD's request, Recipient will assist in scheduling such site visits and inviting appropriate attendees such as, but not limited to public defense attorneys, judicial officers, and city or county representatives.

11. AGREEMENT MANAGEMENT

The Parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Contract, each of whom shall be the principal contact for business activities under this Contract. The Parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by email as set forth below or to such other address or email address as the Parties may specify in writing.

The notice period for any termination for convenience shall be 30 days written notice.

Office of Public Defense
Attn: Grace O'Connor
PO Box 40957
Olympia, WA 98504-0957
Tel: (564) 999-6612
Email: grace.oconnor@opd.wa.gov

City of Prosser
Attn: Gary Vegar
620 Market St, 1st Floor
Tel: 509-786-2332
Email: rshaw@ci.prosser.wa.us

12. RIGHTS IN DATA

OPD shall own all rights, title, and interest in and to all materials developed and delivered under this Contract. The Recipient grants to OPD royalty-free, perpetual license to copy, use, distribute, and modify all materials developed and delivered under this Contract for the use and benefit of the judicial branch of the Washington State government. This license does not include the right to sub-license, sell or otherwise transfer the materials or any rights to the

materials to any other person or organization for any purpose without the express written authorization of the Recipient.

Materials provided by OPD to the Recipient remain the sole property of OPD and cannot be used by the Recipient for purposes beyond this Contract without the express written authorization of OPD.

13. RESPONSIBILITY OF THE PARTIES

Each party to this Contract assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third-party claims.

14. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency will be resolved by giving precedence in the following order:

A. Applicable federal and state of Washington statutes and regulations.

B. Terms and Conditions as contained in this basic Contract instrument.

C. General Terms and Conditions.

D. Any other provision, term, or material incorporated herein by reference.

15. GENERAL TERMS AND CONDITIONS

15.1. DEFINITIONS

As used throughout this Contract, the following terms have the meanings set forth below:

A. “Client” means an individual receiving services under this Contract.

B. “Contractor” and "Recipient" means that agency, firm, provider organization, individual, or other entity performing services or receiving an award under this Contract. It includes any subcontractor retained by Contractor/Recipient as permitted under the terms of this Contract.

C. “OPD” means the Washington State Office of Public Defense, any division, section, office, unit, or other entity of OPD, or any of the officers or other officials lawfully representing OPD.

D. “Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.

E. “SAAM” means the State Administrative & Accounting Manual. It provides control and accountability over financial and administrative affairs of the state and assists agencies in gathering and maintaining information needed for the preparation of financial statements.

F. “Subcontractor” means one not in the employment of the Contractor/Recipient who is performing all or part of those services under this Contract under a separate contract with Contractor/Recipient, regardless of tier.

15.2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

15.3. ASSIGNMENT

Contractor/Recipient shall not transfer nor assign this Contract or any portion thereof; any right or benefit accruing to Contractor under this Contract; or any claim arising under this Contract without prior written consent of OPD.

15.4. AMERICANS WITH DISABILITIES ACT

Contractor/Recipient must comply with the Americans with Disabilities Act (ADA) of 1990, as amended, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications and the Washington Law Against Discrimination RCW 49.60.

15.5. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendment shall not be binding unless it is in writing and signed by personnel authorized to bind each of the parties.

15.6. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce Contract terms, each party agrees to bear its own attorney fees and costs.

15.7. CERTIFICATION REGARDING DEBARMENT

Contractor/Recipient, by signature to this Contract, certifies that the Contractor/Recipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred). The Contractor/Recipient also agrees to include the above requirement in any and all Subcontracts into which it enters.

Contractor/Recipient certifies that the Contractor/Recipient has not received notice to either fine or debar from the Department of Enterprise Services pursuant to Chapter 39.26.200 RCW, Procurement of Goods and Services, and shall remain in compliance throughout the term of this Contract.

Contractor/Recipient shall immediately notify OPD if, during the term of this Contract, Contractor/Recipient becomes Debarred. OPD may immediately terminate this Contract by providing Contractor/Recipient written notice if Contractor/Recipient becomes Debarred during the term hereof.

15.8. CERTIFICATION REGARDING ETHICS

Contractor/Recipient certifies that the Contractor/Recipient is now, and shall remain, in compliance with Chapter 42.52 RCW, Ethics in Public Service, or any other related statute, and any other applicable court rule or state or federal law related to ethics, throughout the term of this Contract.

15.9. CERTIFICATION REGARDING PAY EQUITY

Pursuant to Engrossed Substitute Senate Bill 5167, 69th Legislature, 2025 Regular Session, Section 914 and Chapter 49.58 RCW Washington Equal Pay and Opportunities Act, Contractor/Recipient affirms equality among its workers by ensuring similarly employed individuals are compensated as equals.

15.10. CHANGE IN STATUS

In the event of substantive change in the legal status, organizational structure or fiscal reporting responsibility of Contractor/Recipient, Contractor/Recipient shall notify OPD in writing or by email of the change as soon as is practicable, but no later than 30 days after the change.

15.11. CHANGES AND MODIFICATIONS

Any change or modification to this Contract must be in writing and signed by both parties.

15.12. CONFORMANCE

If any provision of this Contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

15.13. CORRECTIONS

If there are non-substantive typographical, grammar, scrivener's or drafting errors (such as erroneous numerical figures, incorrect dates, misspelled words, errant commas, etc.), OPD reserves the right to correct said errors at any time, without prior notice.

15.14. COUNTERPARTS

This Contract may be signed in any number of counterparts, each of which is an original and all of which taken together form one single document. Execution of this Contract at different times and places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Contract. Signatures delivered by email in PDF format or facsimile will be binding for all purposes.

15.15. DISPUTES

To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without

delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute.

Except as otherwise provided in this Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, the parties shall participate in mediation in good faith. The parties shall choose the mediator by agreement. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties. The parties agree that mediation must precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Agreement will be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a dispute resolution board or arbitration.

15.16. ELECTRONIC SIGNATURES

An electronic signature or electronic record of this Contract or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other ancillary agreement for all purposes.

15.17. EXHIBITS AND HYPERLINKS

Each of the exhibits referenced herein or attached hereto and documents hyperlinked herein are incorporated into this Agreement.

15.18. FORCE MAJEURE

Neither Contractor/Recipient nor OPD shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except Subcontractors).

In the event a Force Majeure occurs after the effective date and prior to completion or expiration date of this Contract, OPD, at its sole discretion, may elect to suspend performance of the Contract until OPD determines the Force Majeure event resolved. OPD may exercise this option with no notification restrictions.

15.19. GOVERNING LAW AND VENUE

This Contract will be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder must be in the Superior Court for Thurston County.

15.20. HARASSMENT

Contractor/Recipient shall not engage in unlawful harassment, including sexual harassment, with respect to any persons with whom Contractor/Recipient interacts in the performance of this Contract.

15.21. HEADINGS & CAPTIONS

The headings and captions used herein are for reference and convenience only and shall not enter into the interpretation hereof unless otherwise specified herein.

15.22. INDEMNIFICATION

Contractor/Recipient shall defend, protect, and hold harmless the state of Washington, including all elected officials, public agencies, officers, and employees thereof, from and against all claims, suits, and actions, including all costs of defense, arising from any negligent act or omission of Contractor/Recipient or any authorized subcontractor or any employee or agent of either, in the performance of this Contract.

15.23. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties to this Contract, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party will not be considered or construed to be employees or agents of the other party for any purpose whatsoever. Moreover, Contractor/Recipient shall not hold themselves out as employees of OPD.

As provided in Chapter 236 Laws of 2012 and Washington Public Employees' Retirement System RCW 41.40.010 section 13(c), Contractor/Recipient and any employees of Contractor/Recipient providing services under this Contract are not, as a result of providing services under this Contract, eligible for any public benefits, including membership in any public retirement programs of the State of Washington.

15.24. INSURANCE INDUSTRIAL COVERAGE

If required by law, Contractor/Recipient shall provide or purchase industrial insurance coverage prior to performing work under this Contract. OPD will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for Contractor/Recipient or any authorized subcontractor or employee of Contractor/Recipient that might arise under the industrial insurance laws during the performance of duties and services under this Contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this Contract, those payments shall be made by Contractor/Recipient; Contractor/Recipient shall indemnify OPD and guarantee payment of such amounts.

15.25. INSURANCE LIABILITY COVERAGE

Unless otherwise specified herein, Contractor/Recipient shall maintain adequate insurance coverage. OPD will not be responsible for payment of insurance premiums. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages, or expenses arising from any negligent or intentional act or omission of Contractor/Recipient or subcontractor or agents of either while performing under the terms of this Contract.

Contractor/Recipient shall, prior to commencement of this Contract, obtain, at its sole cost and expense, and at all times during the term of this Contract, maintain insurance coverage. Failure to maintain sufficient coverage shall not relieve the Contractor/Recipient of its duty of indemnification as stated in this Contract.

Contractor/Recipient agrees to provide evidence of insurance coverage upon request from OPD. If Contractor/Recipient is a government agency covered by a governmental self-insurance program, it can provide verification of self-insurance to satisfy the evidence of insurance requirement.

Contractor/Recipient is advised to assess services delivered pursuant to this Contract and to purchase insurance coverage for risks associated with those services. For example, while not necessarily required under the Contract, services may involve advising clients or associated parties, hosting clients or associated parties on its premises, transporting clients or associated parties in its vehicle, or storing personal information associated with a client or associated parties on its electronic systems, amongst others. Consequently, pursuant to the assessment, Contractor/Recipient may determine to purchase insurance policies like professional liability errors and omissions coverage, general liability coverage, business use automobile coverage, or cyber risk liability coverage, amongst others, for perils associated with those activities.

Contractor/Recipient is advised to carry short term disability insurance for any extended unavailability due to illness, injury, or similar.

Failure to provide and maintain insurance as required may result in termination of the Contract.

By requiring insurance, the State of Washington and OPD do not represent that the coverage and limits specified will be adequate to protect the Contractor/Recipient. Such coverage and limits shall not be construed to relieve the Contractor/Recipient from liability in excess of the required coverage and limits and shall not limit the

Contractor's/Recipient's liability under the indemnities and reimbursements granted to the State and OPD in this Contract. All insurance provided in compliance with this Contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the State.

Contractor/Recipient waives all rights, claims, and causes of action against the State of Washington and OPD for the recovery of damages covered by insurance maintained by Contractor/Recipient.

15.26. LAWS

Contractor/Recipient shall comply with all applicable laws, ordinances, codes, regulations, court rules, policies of local and state and federal governments, as now or hereafter amended.

15.27. LICENSING AND ACCREDITATION STANDARDS

Contractor/Recipient shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary in the performance of this Contract.

15.28. NON-DISCRIMINATION

Contractor/Recipient shall comply with all federal and state nondiscrimination laws, regulations, and policies in the performance of this Contract. Contractor/Recipient shall not discriminate against any client or person with whom Contractor/Recipient interacts in the performance of this Contract because of race, national origin, color, gender, religion or age; disability, pregnancy, or physical or mental health condition; sexual orientation, or gender identity or expression; marital or veteran status; or English proficiency or speaking accent. In the event of Contractor's/Recipient's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, OPD may terminate this Contract in whole or in part in accordance with the Termination for Default section below, and OPD may declare Contractor/Recipient ineligible for further contracts with OPD.

15.29. NON-EXCLUSIVITY

This Contract is non-exclusive. During the term of this Contract, OPD reserves the right to enter into agreements with other parties as it deems fit. Nothing contained in this Contract shall be construed to limit in any way OPD's right to enter a like or similar agreement or grant a like or similar license to any other entity or party on such terms as OPD may in its sole discretion deem appropriate.

15.30. OBLIGATIONS UPON EXPIRATION OR TERMINATION

Upon expiration or termination of this Contract, Contractor/Recipient shall continue to fulfill Contractor's/Recipient's obligations with respect to any Services and provisions of this Contract that, by their nature, would continue beyond the expiration, termination, or cancellation of this Contract.

15.31. OVERPAYMENTS

If an audit of Contractor's/Recipient's or OPD’s records determines that fees paid pursuant to this Contract are in excess of those authorized under this Contract, Contractor/Recipient shall immediately reimburse OPD for any excess amounts as determined by such audit.

15.32. POLITICAL ACTIVITIES

Political activities of Contractor's/Recipient's employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508. None of the funds provided under this Contract shall be used for publicity, lobbying, or propaganda purposes designed to support or defeat legislation pending before any federal, state, or local government, ballot measures or candidacy of any person for public office.

15.33. PRIVACY PROTECTION

Information collected, used or acquired in connection with this Contract shall be used solely for the purposes of this Contract. Contractor/Recipient and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons confidential information without the express written consent of OPD or as provided by law or applicable rules of professional conduct. Contractor/Recipient agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to any confidential information that comes into Contractor's/Recipient's possession as a result of the work performed under this Contract.

Confidential information includes, but is not limited to, any information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and any other identifying numbers, law enforcement records, or health care or state security information.

15.34. PROFESSIONAL COURTESY AND CONDUCT

Contractor/Recipient agrees to conduct all interactions with clients, peers, OPD, and the justice system, in a professional, respectful, and courteous manner. The parties shall strive to maintain a collaborative and constructive working relationship, avoiding any behavior that could be perceived as hostile, disrespectful, or disruptive. This includes timely communication, responsiveness to inquiries, and adherence to mutually agreed timelines. OPD likewise agrees to extend the same level of professional courtesy to the Contractor/Recipient.

15.35. PUBLIC INFORMATION

Unless statutorily exempt from public disclosure, this Contract and all related records are subject to public disclosure as required by Washington's General Rule 31.1, Access to Administrative Records.

Contractor/Recipient, when submitting records to OPD or otherwise making written inquiries or requests to OPD, shall redact any confidential information contained therein and shall not identify clients or other case-related parties by name, unless specifically requested by OPD to do so.

15.36. PUBLICITY

Contractor/Recipient shall submit to OPD all advertising and publicity materials relating to this Contract wherein OPD's name is mentioned or language is used from which the connection of OPD may, in OPD's judgment, be inferred or implied. Contractor/Recipient shall not publish or use such advertising and publicity materials without OPD's prior written consent.

15.37. RECAPTURE

If the Contractor/Recipient fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of the Contract, OPD reserves the right to recapture funds in an amount to compensate OPD for the noncompliance in addition to any other remedies available at law or in equity.

15.38. RECORDS, DOCUMENTS, AND REPORTS

Contractor/Recipient shall maintain books, records, documents, data, and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

Contractor/Recipient shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, will be subject at all reasonable times to inspection, review, or audit by OPD, personnel duly authorized by the OPD, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.

If any litigation, claim, or audit is started before the expiration of the six-year period, Contractor/Recipient shall retain the records until all litigation, claims, or audit findings involving the records have been resolved.

15.39. REGISTRATION WITH DEPARTMENT OF REVENUE

The Contractor/Recipient shall complete registration with the Washington State Department of Revenue and shall be responsible for payment of all taxes due on payments made under this Contract.

15.40. REGISTRATION WITH STATEWIDE VENDOR REGISTRY

OPD will process payments using the Contractor's/Recipient's or authorized service provider's statewide vendor number (SWV). Contractor/Recipient or authorized service provider shall complete registration for the SWV and maintain its accuracy with the Washington State Office of Financial Management, Statewide Vendor/Payee Services. Contractor/Recipient may find all information regarding registration at: https://ofm.wa.gov/tech-support/statewide-vendor-payee-services. OPD cannot guarantee timely payment without the Contractor's/Recipient's or authorized service provider's current SWV.

15.41. RIGHT TO INSPECTION

At no additional cost, all records relating to the Contractor's/Recipient's performance under this Contract shall be subject at all reasonable times to inspection, review, and audit by OPD, the Office of the State Auditor, and state officials authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Contractor/Recipient shall provide access to its facilities for this purpose.

15.42. RIGHT TO MONITOR

Contractor/Recipient shall provide right of access to its facilities to OPD or any of its officers at all reasonable times in order for OPD to monitor and evaluate performance, compliance, and quality assurance under this Contract, not to include inspection of confidential client information. OPD shall perform all inspections and evaluations in such a manner that will not unduly interfere with Contractor's/Recipient's business or work hereunder.

15.43. SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference is held invalid, such invalidity shall not affect the other provisions of this Contract that can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract. To this end, the provisions of this Contract are declared to be severable.

15.44. SUBCONTRACTING

Neither Contractor/Recipient nor any OPD approved subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of OPD. Contractor's employees are not considered subcontractors.

In no event will the existence of a subcontract operate to release or reduce the liability of Contractor/Recipient to OPD for any breach in the performance of Contractor's/Recipient's duties. If Contractor/Recipient violates this provision OPD may, at its option, terminate this Contract in accordance with the Termination for Default section below.

15.45. SURVIVORSHIP

The terms, conditions and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, expiration or termination of this Contract shall so survive.

15.46. SUSPENSION FOR CONVENIENCE

OPD may suspend this Contract or any portion thereof for a temporary period by providing written notice to the Contractor/Recipient a minimum of seven (7) calendar days before the suspension date. Contractor/Recipient shall resume performance on the first business day following the suspension period unless another day is specified in writing by OPD prior to the expiration of the suspension period.

15.47. TAXES

Where required by statute or regulation, Contractor/Recipient shall pay for and maintain in current status all taxes that are necessary for Contract performance. If Contractor/Recipient is a business registered out-of-state or out-of-country, then OPD will pay use taxes, if any, imposed on the services and materials acquired hereunder, to the Washington State Department of Revenue (DOR) on behalf of the Contractor/Recipient.

Contractor/Recipient shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract. An Out-of-State Contractor/Recipient must contact the Department of Revenue to determine whether they meet criteria to register and establish an account with the Department of Revenue. Refer to WAC 458-20-101 (Tax registration and tax reporting) and call the Department of Revenue at 800-647-7706 for additional information.

All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance, or other expenses for Contractor/Recipient or Contractor's/Recipient's staff shall be Contractor's/Recipient's sole responsibility.

15.48. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, either party may, by written notice, beginning on the second day after the mailing, provide notice to terminate this Contract in whole or in part. If this Contract is so terminated, OPD will be liable only for payment required under the terms of this Contract for services rendered prior to the effective date of termination.

15.49. TERMINATION FOR DEFAULT/CAUSE

OPD may terminate this Contract for default, in whole or in part, by written notice to Contractor/Recipient if OPD has a reasonable basis to believe that Contractor/Recipient has:

- failed to meet or maintain any requirement for contracting with OPD.
- failed to render adequate representation or services to clients or willfully disregarded the rights and best interests of the client.
- failed to perform under or otherwise breached any term or condition of this Contract.
- violated any applicable law or regulation.
- or otherwise breached any provision or condition of this Contract.

If it is later determined that Contractor/Recipient was not in default, the termination will be considered a termination for convenience.

15.50. TERMINATION OR SUSPENSION FOR NON-AVAILABILITY OF FUNDS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way, OPD, at its sole discretion, may elect to suspend or terminate the Contract, in whole or part, for convenience or to renegotiate the Contract subject to new funding limitations and conditions.

15.51. TERMINATION PROCEDURE

Upon expiration, suspension, or termination of this Contract, and except as otherwise directed by OPD, Contractor/Recipient shall comply with all directions contained in OPD's notice of expiration, suspension, or termination, including:

- stopping work on any cases, services or deliverables where OPD directs the cessation of work.
- completing work on any cases, services or deliverables where OPD directs the completion of work.
- complying with any other requirements for completion of work that OPD specifies.

On termination, OPD may withhold from any amounts due Contractor/Recipient for completed work, services or deliverables such sum as OPD determines to be reasonably necessary to protect OPD against potential loss or liability.

The rights of and remedies available to OPD provided in this clause are not exclusive and are in addition to any other rights and remedies provided by law or this Contract.

In the event of termination of this Contract, OPD reserves the right to require a bond to assure completion of the work by Contractor/Recipient, pursuant to state law.

15.52. TRAVEL

If there are OPD-approved travel expenses, including but not limited to, airfare, mileage, and lodging, they will be purchased or reimbursed in accordance with the Washington State Office of Financial Management's (OFM) State Accounting and Administrative Manual (SAAM) travel policies and rates or its successor the Washington Administrative and Accounting Manual (WAAM). OPD may have more restrictive procedures or applicable OPD policies further limiting travel expense purchases or reimbursement.

15.53. WAIVER OF DEFAULT

Waiver of any default or breach under this Contract will not be deemed to be a waiver of any subsequent default or breach. Waiver will not be construed to be a modification of the terms of this Contract unless stated to be such in writing, signed by OPD's Director or the Director's designee.

This Contract is executed by the persons signing below who warrant that they have the authority to execute this Contract.

FOR RECIPIENT	FOR OPD
SIGNATURE	**SIGNATURE**
Gary Vegar	Grace O'Connor
FULL NAME	**FULL NAME**
Mayor	Supervising Attorney
TITLE	**TITLE**
DATE SIGNED	**DATE SIGNED**

This Contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract will be deemed to exist or to bind any of the parties hereto. This Contract may be altered, amended, or waived only by a written amendment executed by both parties.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	**Meeting Date:**
Resolution Bella Vista Subdivision Phase I - III Preliminary Plat Amendment **Item Type:** Action	June 23, 2026 Regular City Council Meeting

Department:	**Director:**	**Contact Person:**	**Phone Number:**
Planning	Rachel Shaw	Rachel Shaw	(509) 786-8218

Cost of Proposal:	**Fund Name and Number:**
N/A **Amount Budgeted:** N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Original Preliminary Plat
2. Signed MDNS with Redline Narrative from Applicant
3. Resolution No. 26-_____
4. Amended Preliminary Plat
5. Findings of Fact

Summary Statement:

At the May 21, 2026, Planning Commission meeting, City staff along with the developer of Bella Vista Homes, brought forward a proposal to amend the Preliminary Plat for Bella Vista Phases I - III.

In 2020, the Bella Vista Preliminary Plat Phases I - III, were approved by both the Planning Commission and City Council. As Final Plat proposals were made in 2022 – 2024, the developer proposed changes to the Preliminary Plat that were subsequently approved administratively by the then Planning Director. Per PMC 17.28 Plat Vacation and Alterations, the changes culminated in a major change to the Preliminary Plat that should have been proposed in a Plat Amendment and brought back to the City Council for consideration of approval.

City staff have reviewed all the changes and deemed that the best possible path forward to ensure the Municipal Code is adhered to and the official record is accurately reflected, is to bring the proposed amendments back to the Planning Commission and City Council to follow the proper approval process.
The proposed amendments were reviewed by the Planning Commission on May 21st and recommended for City Council approval. The Findings of Facts were approved at the June 18, 2026, Planning Commission meeting. The Final Plat for each phase that reflects the amended Preliminary Plat being brought forward for Council's consideration of approval, have already been accepted by City Council and therefore, does not need to be brought back. The approval dates for the Final Plat for each phase can be found below.

Final Plat Phase 1	Resolution 21-1681	8/24/2021
Final Plat Phase 2	Resolution 22-1695	3/8/2022
Open Space Dedication	Resolution 22-1697	3/22/2022
Final Plat Phase 3	Resolution 24-1803	9/24/2024

Staff is recommending that Council accept the recommendation from the Planning Commission and approval the amended Preliminary Plat for Bella Vista Phases I - III.

Consistent with Council Goal:

Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Adopt Resolution No. 26-_____ approving the Bella Vista Subdivision Phases I - III Preliminary Plat Amendment.*

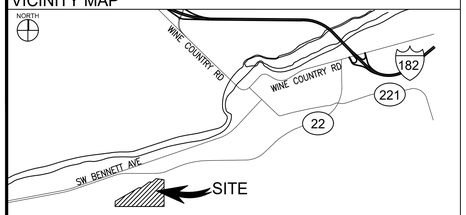
Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw		Rachel Shaw
Date: Jun 19, 2026	**Date:**	**Date:** Jun 19, 2026

VIKING HOMES DEVELOPMENT

PRELIMINARY PLAT

LOCATED IN THE A PORTION OF THE SW 1/4 AND THE SE 1/4 OF SECTION 10, TOWNSHIP 08 NORTH, RANGE 24 EAST, W.M., CITY OF PROSSER, BENTON COUNTY, WASHINGTON.

VICINITY MAP



CONTACTS

APPLICANT/DEVELOPER:	ENGINEER:	SURVEYOR:
VIKING HOMES LLC ATTN: SCOTT KRAJACK 19425 EAST BROADWAY AVENUE SPOKANE VALLEY, WA. 99016 PHONE:(208)762-9106	KNUTZEN ENGINEERING ATTN: NATHAN MACHIELA 5401 RIDGELINE DRIVE SUITE 160 KENNEWICK, WA. 99338 PHONE:(509)222-0959	AHBL ATTN: JOHN BECKER 5804 ROAD 90, SUITE H PASCO, WA. 99301 PHONE:(509)380-5883

LEGAL DESCRIPTION

COMMENCING AT A ONE-INCH IRON PIPE THAT IS THE EAST ONE-QUARTER CORNER OF SECTION 10, TOWNSHIP 8 NORTH, RANGE 24, E.W.M., RECORDS OF BENTON COUNTY, STATE OF WASHINGTON; THENCE SOUTH 21°40'23" WEST 2828.36 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 10, SAID POINT BEING THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID SECTION 10 NORTH 89°57'25" WEST 3431.56 FEET; THENCE NORTH 0°00'28" EAST 495.0 FEET; THENCE NORTH 89°57'25" WEST 660.0 FEET TO THE WEST LINE OF SAID SECTION 10; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SECTION 10 NORTH 0°00'28" EAST 174.34 FEET TO THE SOUTHERLY BOUNDARY OF THE PROSSER WEST CANAL; THENCE EASTERLY ALONG THE SOUTHERLY BOUNDARY OF SAID CANAL TO A POINT THAT BEARS SOUTH 60°27'26" WEST 1287.10FEET FROM THE EAST ONE-QUARTER CORNER OF SAID SECTION 10; THENCE SOUTH 17°02'35" WEST 135.30 FEET; THENCE SOUTH 23°57'25" EAST 287.96 FEET; THENCE SOUTH 5°02'35" WEST 275.40 FEET; THENCE SOUTH 0°57'25" EAST 1327.12 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 10 AND THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; EXCEPT PORTION THEREOF DESCRIBED AS FOLLOWS: BEGINNING AT A POINT 317 FEET EAST AND 807 FEET SOUTH OF VENTER OF SAID SECTION; THENCE WEST 518 FEET TO INTERSECTION WITH SOUTH LINE OF CANAL RIGHT OF WAY; THENCE NORTHEASTERLY ALONG SOUTH BOUNDARY OF CANAL TO A POINT DUE NORTH OF POINT OF BEGINNING; THENCE SOUTH 148 FEET TO POINT OF BEGINNING; TOGETHER WITH ALL APPURTENANCES THEREUNTO APPERTAINING.

BASIS OF BEARINGS

NAD 1983/11 WASHINGTON STATE PLANE SOUTH PROJECTION, BASED ON GPS OBSERVATIONS USING WSRN AND GEOID 2012A. UNITS OF MEASUREMENT ARE US SURVEY FEET.

LAND USE TABLE

SITE AREA:	136.5 AC
TOTAL LOT COUNT:	289 LOTS
MINIMUM LOT AREA:	7,124 SF
MAXIMUM LOT AREA:	33,713 SF
OVERALL AVG. LOT AREA:	8,938 SF

KNUTZEN ENGINEERING
5401 RIDGELINE DR.
SUITE 160
KENNEWICK, WA 99338
1-509-222-0959
www.knutzenengineering.com

No.	REVISIONS	DATE	DESIGN	CHKD	APPD

NATHAN J. MACHIELA
STATE OF WASHINGTON
39372
REGISTERED
PROFESSIONAL ENGINEER
01/03/20

PRELIMINARY PLAT
VIKING HOMES LLC
VIKING HOMES DEVELOPMENT
PROSSER, WASHINGTON

APPROVAL		
DESIGN	JAW	01/02/20
CHECKED	NJM	01/02/20
APPROVED	NJM	01/02/20

SCALE: AS NOTED

CADFILE: 19155PP01

JOB No. 19155 | REV. 0

DWG. No. PP01

\2019\19155-Viking Homes - Prosser\DWG\19155PP01.dwg - Jan 03,2020 - 10:02am - jwa

City of Prosser
Washington
Mitigated Determination of Non-significance (MDNS).

Description of proposal: Preliminary Plat for a 289 lot residential subdivision on 94.5 acres, Proponent: Viking Homes

Location of proposal: Parcel 110844000006000.

Lead Agency: The City of Prosser, Washington.

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030 (2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

☐ This MDNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the MDNS.

Responsible Official: Steve Zetz
Position/Title: City Planner
Address: 601 7th Street, Prosser, WA 99350
Date:

☑ The City of Prosser Washington, the lead agency for the proposal and is issuing a final Mitigated Determination of Non-Significance (MDNS) under the Washington State Environmental Policy Act Rules (Chapter 197 -11 (WAC) Washington Administrative Code). After review of a completed environmental checklist and other information on file, the City of Prosser, Washington has determined this proposal will not have a probable significant adverse impact on the environment provided the identified mitigation measures are complete prior to the issuance of the final occupancy certificate. An environmental impact statement (EIS) is not required under Revised Code Of Washington (RCW) 43.21C.030 (2)(c).

The environmental review and related documents pertaining to this project are available to the public upon request at the City of Prosser Planning Department and are available for review on the City of Prosser Website www.cityofprosser.com and include the following:

SEPA Checklist
Site Plan
Application

The identified mitigation measures include mitigation for potential impacts to the following:

Earth, air, environmental health, land and shoreline uses, light and glare, transportation, and utilities.

The full text of the identified mitigation measures are set forth below and are available for review at the City of Prosser Planning Department and are also available on the City of Prosser Website www.cityofprosser.com

#1 is complete.

1. A Storm Water Drainage Retention Plan (Erosion Sediment control Plan) is needed for all construction sites as required by the State Department of Ecology. A City approved storm drain plan should retain storm water on site. Erosion control measures must be in place prior to any clearing, grading or construction. These control measures must be able to prevent soil from being carried into surface water (this includes storm drains) by storm water runoff. Said retention and disposal may require the installation and maintenance of oil/water separators. Storm water runoff calculations and drainage facilities sizing calculations must be prepared by a Washington Registered Professional Engineer and be submitted to the City for review and approval prior to construction. A National Pollutant Discharge Elimination System (NPDES) Construction Storm Water General Permit may be required if there is a potential for storm water discharges from a construction site larger than one acre. Obtaining a permit is at least a 38 day process. Please submit a permit application to the State Department of Ecology at (509) 575-2807. Please provide the City with a copy of the State permit if required.

#2 is complete.

2. No dwelling units will be given a certificate of occupancy west of the natural gas main line without a secondary point of ingress and egress onto Richards road to allow for the emergency evacuation of residents. Such connectivity may be a maintained gravel road dedicated as an access easement until such time it is built to City standards and dedicated as right-of-way.

#3 there is no lighting onto neighboring properties.

3. The property shall submit plans for lighting fixtures that will reduce glare and light onto neighboring properties. All lighting must be directed away from adjoining properties and be installed in such a manner as to minimize light scatter onto adjacent properties and roadways. Lighting plans must meet Prosser Municipal Code.

#4 is complete.

4. Fire hydrants may be required to be installed as per the requirements of the City Fire Code Official and or Prosser Municipal Code and or under Development Requirements.

#6 permits for subdivision are completed. Building permits for houses will be later.

6. All permits required by Benton County Clean Air Authority and the Washington State Department of Ecology shall be acquired prior to issuance of the building permit.

#7 will be completed prior to recording of final plat

7. In the interest of public safety, a six-foot fence shall be constructed preventing homeowners and the general public from accessing the SVID canal from the subdivision.

#8 we are aware of this condition and are awaiting an amount from the City of Prosser.

8. Developer shall pay their fair share of the cost to improve sanitary sewer lift station # 3 in order to address the impacts of this development on the lift stations capacity. The lift station may be improved at a later phase as determined by the City of Prosser Engineer or Public Works Director.

> ***EXAMPLE FORMULA***
> *The formula that may be used for determining the developer cost is as follows;*
> *Existing lift station # 3 serving 158 existing dwelling units currently operating at 75/80 gph*
> *Development proposal adding 289 additional dwelling units.*
> *Total Residents 447*
> ***289 of 447 is 65%***
>
> ***Fair share costs may be adjusted and altered based on changes to number of existing homes and proposed homes or other reasonable factors***

#9 is complete.

9. Developer may be required to install a water booster station in order to ensure adequate water pressure and fire flow as determined by the City of Prosser Engineer or Public Works Director. The booster station may be ~~improved~~ *constructed* at a later phase as determined by the City of Prosser Engineer or Public Works Director, in his or her sole discretion.

> ***Such Booster Station shall reasonably be constructed to match the preliminary specifications agreed upon by the City and the Developer.***
>
> - *The booster station must be designed in accordance with the most recent version of the Department of Health "Water System Design Manual."*
> - *A minimum pressure of 30 psi shall be provided at all points in the distribution system. A minimum of 20 psi shall be provided at all points in the system under fire flow conditions.*
> - *The water system will have one connection point in Kelandren Drive and will not be required to be a "looped" system.*

#10 plans are approved.

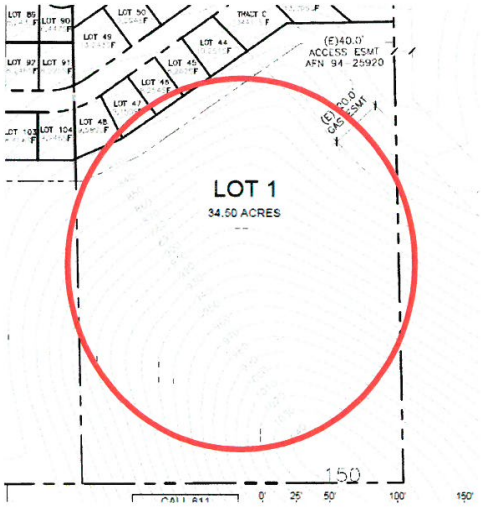
10. All roads must meet City of Prosser design guidelines and shall not include dead ends unless approved by the City of Prosser Engineer or Public Works Director in compliance with PMC.

#11 is on the plat.

11. Tracts shall show ownership or future dedications on the face of the plat.

#12 we have been dedicating open space with each phase. None with Phase 4.

12. The applicant must meet open space requirements for the development of all phases. Applicant may dedicate the required open space to the City of Prosser, or an approved conservation agency, or other entity, for the preservation of the area for low impact recreational use such as walking trails, and habitat conservation. Such open space may be located on lot 1.



#13 is complete.

13. Developer must conduct a traffic study to determine impacts to existing roads as commented on by Washington State Department of Transportation. Developer will mitigate any identified impacts.

#14 is complete.

14. Prior to construction the City of Prosser will need a letter or copy of a permit from Williams Gas to the Developer regarding the easement and the placement of roads across, and homes adjacent to the existing easement.

☐ There is no agency appeal

Final MDNS Issuance Date: March 19, 2020

STEVE ZETZ
PROSSER CITY PLANNER

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 26-____

RESOLUTION REGARDING THE APPROVAL OF THE AMENDED PRELMINARY PLAT FOR PHASES I - III OF THE BELLA VISTA SUBDIVISION

WHEREAS, the matter came before the Planning Commission on May 21, 2026, and

WHEREAS, the Prosser Planning Commission has recommended approval of the Amended Preliminary Plat for Phases I - III of the Bella Vista Subdivision; and

WHEREAS, the City Council of the City of Prosser finds that it is in the best interest of the City of Prosser to approve said subdivision; and

WHEREAS, the City Council believes that said subdivision is beneficial to the public health, safety and welfare of the citizens of Prosser and is in the public interest; and

WHEREAS, the proposed Amended Preliminary Plat for Phases I – III for the Bella Vista Subdivision conforms to all terms of the preliminary plat approval; and

WHEREAS, approval of the Amended Preliminary Plat for Phases I – III for the Bella Vista Subdivision is consistent with the Comprehensive Plan of the City of Prosser, Washington; and

WHEREAS, the Amended Preliminary Plat for Phases I – III for the Bella Vista Subdivision is consistent with the City's development regulations and specifically consistent with the development standards contained in the "RM" (Residential, Medium Density) District; and

WHEREAS, the public improvements being dedicated to the City of Prosser for Phases I - III of the Bella Vista Subdivision have been bonded, in accordance with City Standards, and a complete bond has been filed in accordance with PMC Chapter 17.14;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Prosser that Amended Preliminary Plat approval be granted for Phases I – III for the Bella Vista Subdivision; and

BE IT FURTHER RESOLVED that the Mayor and other city officials are hereby authorized to sign all necessary documents required for the approval of said subdivision; and

BE IT FURTHER RESOLVED that the Mayor, or his designee, is authorized to accept public improvements in the subdivision by signing the final plat document.

ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this _____ day of _____, 2026.

_____
MAYOR GARY VEGAR

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

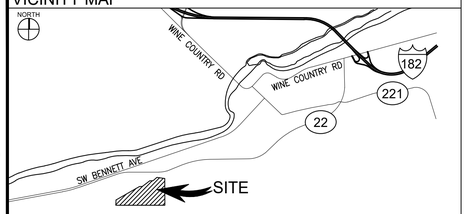
_____
BENJAMIN GOODWIN, CITY ATTORNEY

VIKING HOMES DEVELOPMENT

PRELIMINARY PLAT

LOCATED IN THE A PORTION OF THE SW 1/4 AND THE SE 1/4 OF SECTION 10, TOWNSHIP 08 NORTH, RANGE 24 EAST, W.M., CITY OF PROSSER, BENTON COUNTY, WASHINGTON.

VICINITY MAP



CONTACTS

APPLICANT/DEVELOPER:	ENGINEER:	SURVEYOR:
RYN BUILT HOMES LLC ATTN: SCOTT KRAJACK 16309 E MARIETTA AVE SPOKANE VALLEY, WA. 99216 PHONE:(209)241-3555	KNUTZEN ENGINEERING ATTN: ROBERT MCLEOD 5401 RIDGELINE DRIVE SUITE 160 KENNEWICK, WA. 99338 PHONE:(509)222-0959	AHBL ATTN: JOHN BECKER 5804 ROAD 90, SUITE H PASCO, WA. 99301 PHONE:(509)380-5883

LEGAL DESCRIPTION

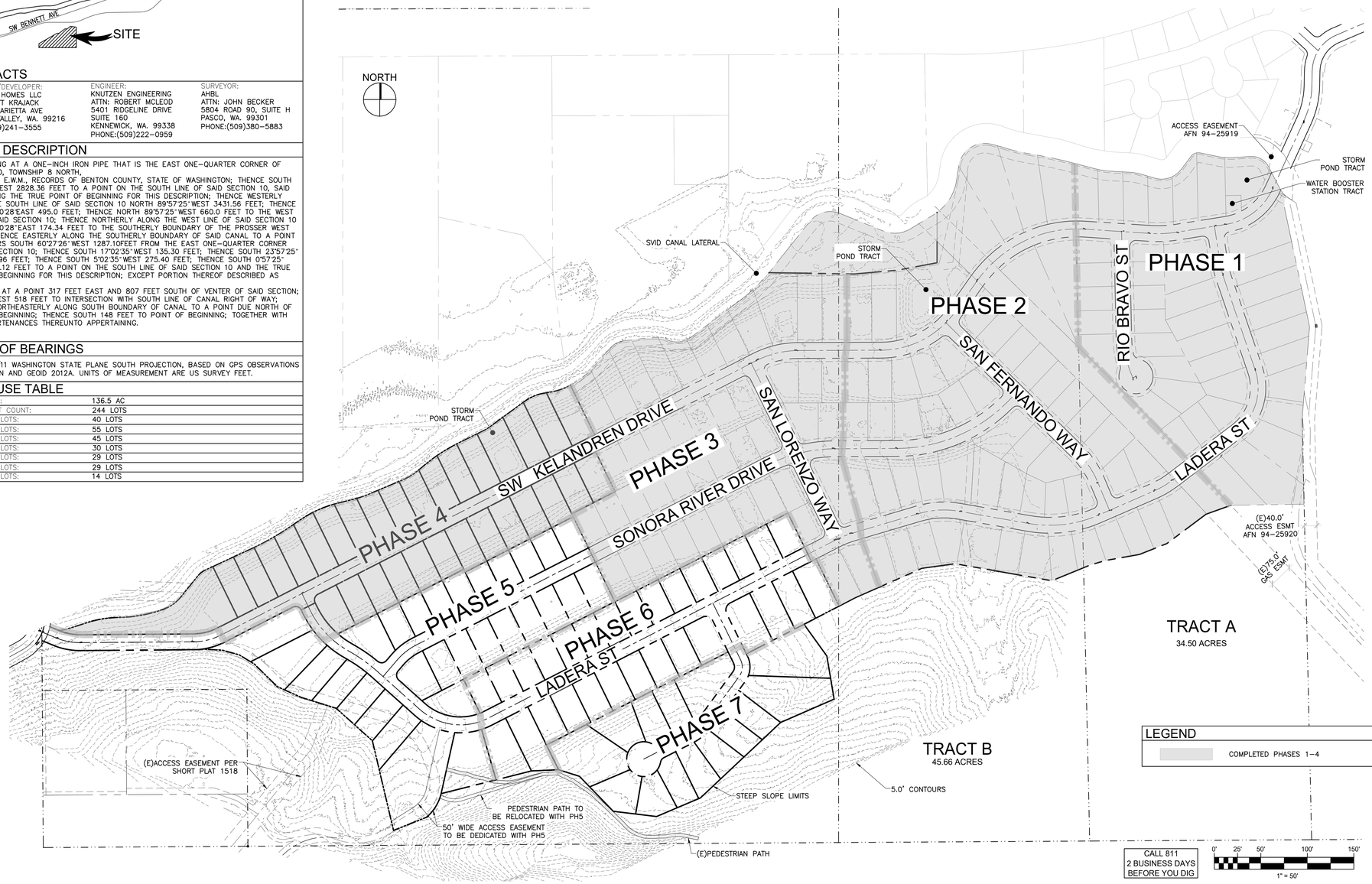
COMMENCING AT A ONE-INCH IRON PIPE THAT IS THE EAST ONE-QUARTER CORNER OF SECTION 10, TOWNSHIP 8 NORTH, RANGE 24, E.W.M., RECORDS OF BENTON COUNTY, STATE OF WASHINGTON; THENCE SOUTH 21°40'23" WEST 2828.36 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 10, SAID POINT BEING THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID SECTION 10 NORTH 89°57'25" WEST 3431.56 FEET; THENCE NORTH 0°00'28" EAST 495.0 FEET; THENCE NORTH 89°57'25" WEST 660.0 FEET TO THE WEST LINE OF SAID SECTION 10; THENCE NORTHERLY ALONG THE WEST LINE OF SAID SECTION 10 NORTH 0°00'28" EAST 174.34 FEET TO THE SOUTHERLY BOUNDARY OF THE PROSSER WEST CANAL; THENCE EASTERLY ALONG THE SOUTHERLY BOUNDARY OF SAID CANAL TO A POINT THAT BEARS SOUTH 60°27'26" WEST 1287.10FEET FROM THE EAST ONE-QUARTER CORNER OF SAID SECTION 10; THENCE SOUTH 17°02'35" WEST 135.30 FEET; THENCE SOUTH 23°57'25" EAST 287.96 FEET; THENCE SOUTH 5°02'35" WEST 275.40 FEET; THENCE SOUTH 0°57'25" EAST 1327.12 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 10 AND THE TRUE POINT OF BEGINNING FOR THIS DESCRIPTION; EXCEPT PORTION THEREOF DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT 317 FEET EAST AND 807 FEET SOUTH OF VENTER OF SAID SECTION; THENCE WEST 518 FEET TO INTERSECTION WITH SOUTH LINE OF CANAL RIGHT OF WAY; THENCE NORTHEASTERLY ALONG SOUTH BOUNDARY OF CANAL TO A POINT DUE NORTH OF POINT OF BEGINNING; THENCE SOUTH 148 FEET TO POINT OF BEGINNING; TOGETHER WITH ALL APPURTENANCES THEREUNTO APPERTAINING.

BASIS OF BEARINGS

NAD 1983/11 WASHINGTON STATE PLANE SOUTH PROJECTION, BASED ON GPS OBSERVATIONS USING WSRN AND GEOID 2012A. UNITS OF MEASUREMENT ARE US SURVEY FEET.

LAND USE TABLE

SITE AREA:	136.5 AC
TOTAL LOT COUNT:	244 LOTS
PHASE 1 LOTS:	40 LOTS
PHASE 2 LOTS:	55 LOTS
PHASE 3 LOTS:	45 LOTS
PHASE 4 LOTS:	30 LOTS
PHASE 5 LOTS:	29 LOTS
PHASE 6 LOTS:	29 LOTS
PHASE 7 LOTS:	14 LOTS



KNUTZEN ENGINEERING
5401 RIDGELINE DR.
SUITE 160
KENNEWICK, WA 99338
1-509-222-0959
www.knutzenengineering.com

No.	REVISIONS	DATE	DESIGN	CHKD	APPD
1	PRELIMINARY PLAT UPDATES	11/25/25	NJB	RAM	RAM

PRELIMINARY PLAT
RYN BUILT HOMES, LLC
VIKING HOMES DEVELOPMENT
PROSSER, WASHINGTON

APPROVAL		
DESIGN	JAW	01/02/20
CHECKED	NJM	01/02/20
APPROVED	NJM	01/02/20

SCALE: AS NOTED
CADFILE: 19155PP01.ARCH
JOB No. 23209
REV. 1
DWG. No. PP01

\2023\23209-RYN Homes - Bella Vista Ph4\DWG\Preliminary Plat\19155PP01.ARCH.dwg - Nov 25,2025 - 03:58pm - rmc

BEFORE THE PLANNING COMMISSION
OF THE
CITY OF PROSSER, WASHINGTON

IN THE MATTER OF

APPROVAL OF ADDITIONAL FINDINGS FOR AMENDED APPLICATION OF VIKING HOMES, VIA RYN BUILT HOMES, PRELIMINARY PLAT BY KNUTZEN ENGINEERING FOR THE SUBDIVISION KNOWN AS BELLA VISTA DEVELOPMENT:	FINDINGS

Before the Planning Commission of the City of Prosser, Washington, in the matter of the request of Viking Homes by Knutzen Engineering (hereinafter referred to as Applicant) for approval of these findings and the Amended Preliminary Plat for the Bella Vista Development.

FINDINGS OF FACT

1. The City of Prosser has determined that the application is consistent with the Comprehensive Plan and other planning and Zoning requirements.
2. In order to make a determination of consistency the following approvals and permits would be needed:
    A. Compliance with the notes on the face of the subdivision preliminary plat.
    B. Compliance with these Findings, the Findings and Conclusions

approved by the City of Prosser Planning Commission on February 20, 2020, and the Prosser Municipal Code.

C. Construction of public improvements within the subdivision including but not limited to Streets, Sidewalks, Storm Water Retention Facilities, Lighting, Open Space, and Irrigation System.

D. Compliance with all mitigation measures on the MDNS issued on January 16, 2020.

ADDITIONAL FINDINGS/CONCLUSIONS

1. The findings and conclusions herein are in addition to the findings and conclusions approved by the City of Prosser Planning Commission on February 20, 2020.
2. The lead agency has determined that this proposal will not have a significant adverse impact on the environment.
3. An environmental impact statement (EIS) is not required under RCW 43.21C.030.
4. The Planning Commission is the highest decision maker for the project since its recommendation is necessary for the City Council to approve the plat.
5. The Applicant has completed development and construction of phases I, II, and III of VI Phases submitted on the revised Preliminary Plat.
6. The proposed total density increase is 244 lots which is below the 289 lots approved on the original preliminary plat.
7. The City issued an MDNS for this application on January 16, 2020.
8. Sidewalks are included on all public streets within the plat.

9. The Prosser School District did not request that land be set aside for future school construction.

10. The preliminary plat provides for connection to the City's public water system, irrigation system, and sewage disposal system. Construction of the subdivision will not cause the City to violate its wastewater discharge permit.

11. The Proponent's property is not within the jurisdiction of the City's Shoreline Master Program.

CONCLUSIONS

1. The approval of the preliminary plat promotes the public necessity, convenience and general welfare.

2. This application has been determined to be a minor action and to have a non-significant adverse effect on the environment. An Environmental Impact Statement is not required under RCW 43.21C.030. This application is not an action requiring an environmental statement under WAC 197-11. This decision is made upon a determination into the guidelines of WAC 197-11 and City Ordinances.

3. The proposed subdivision has previously been found to conform with the Prosser Comprehensive Plan, Prosser Zoning Ordinance and any other existing land use controls.

4. The proposed subdivision has previously been found to make appropriate provisions for: the public health, safety and general welfare, for open spaces,

drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds, sites for schools and school grounds, sidewalks, assures safe walking conditions for students who walk to or from school, and the public interest is served by the subdivision and dedication.

5. The Planning Commission is the highest decision-making body to recommend approval of the variances approved by the Planning Commission.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Any Finding of Fact determined to be a Conclusion of Law is hereby adopted as such. Any provision herein, not specifically identified as a Finding of Fact or Conclusion of Law, shall be labeled as applicable and hereby adopted as such.

RECOMMENDATION TO THE CITY COUNCIL

The Planning Commission recommends to the City Council that it approve the Preliminary Plat Amendment for Bella Vista Development subject to the conditions of the previously approved preliminary plat and subject to the conditions in these findings and subject to the following:

A. Compliance with the notes on the face of the subdivision preliminary plat.

B. Compliance with these findings and the Prosser Municipal Code.

C. Construction of public improvements within the subdivision including but not limited to Streets, Sidewalks, Storm Water Retention Facilities, Lighting, Open Space, and Irrigation System.

THE PLANNING COMMISSION SO FINDS.

ADOPTED BY THE PLANNING COMMISSION on this 18th day of June, 2026.

CO-CHAIR, DON HOWELL

SECRETARY, RACHEL SHAW

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	**Meeting Date:**
Resolution Approving 2027-2030 City Council Goals and Priorities **Item Type:** Discussion	June 23, 2026 Regular City Council Meeting

Department:	**Director:**	**Contact Person:**	**Phone Number:**
Administration	Rachel Shaw	Rachel Shaw	509-786-8218

Cost of Proposal:	**Fund Name and Number:**
N/A **Amount Budgeted:** N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Resolution No. 26-_____
2. 2023 City Council Goals
3. 2027 - 2030 Proposed Council Priorities

Summary Statement:

At the June 9, 2026, City Council meeting, Staff reviewed a draft of the City Staff ranked, proposed 2027 - 2030 Council Goals and Priorities document and asked Council Members to review and provide feedback. Council had no comments on the previously approved and adopted Goals but did have comments regarding the ranking of order in priorities. Staff made those changes accordingly and the proposed Council Goals and Priorities are being brought back to Council for consideration of adoption.

In 2023 Council adopted Resolution 23-1754, approving the following Goals:

1. Livability & Quality of Life
2. Financial Sustainability
3. Promote Economic Development & Jobs
4. Infrastructure & Transportation
5. Operational Excellence & Communication

Staff have made changes to the priorities document and have included that in the

packet or Council's consideration of adoption.

Consistent with Council Goal:

Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Adopt Resolution No. 26-_____ approving the City Council Goals and Priorities for 2027-2030.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw	N/A	Rachel Shaw
Date: Jun 19, 2026	**Date:**	**Date:** Jun 19, 2026

CITY OF PROSSER, WASHINGTON
RESOLUTION NO. 26-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PROSSER ADOPTING THE 2027 – 2030 CITY COUNCIL GOALS.

BE IT RESOLVED, by the City Council of the City of Prosser that it is the desire of the City Council that:

1. The 2027 – 2030 City Council Goals, "Exhibit A," are hereby adopted and made an integral part of the City's policy direction.

ADOPTED by the City Council of the City of Prosser and **APPROVED** by the Mayor of the City of Prosser this _____ day of, 2026.

_____
MAYOR GARY VEGAR

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

City of Prosser

Washington's Premier Small Town Community

1

Livability & Quality of Life

Sustain and improve the City's livability and quality of life for Prosser residents and our visitors by increasing safety and health, and by creating a more vibrant community.

2

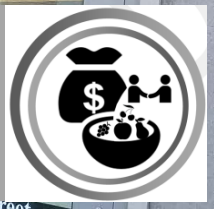
Financial Sustainability

Sustain and improve the City's financial position through review and updates to City-wide policies and cost of service delivery.

3

Promote Economic Development & Jobs

Create a strategy and implement actions that promote collaborative efforts and partnerships to sustain and expand the City's economy and promote job growth.



4

Infrastructure & Transportation

Invest in the expansion of infrastructure to meet diverse demands, and establish preventative maintenance schedules.

5

Operational Excellence & Communication

Provide exceptional customer service that exceeds the public's expectations, invest in staff training, promote diversity, and establish heightened transparency and communication with the public and media.

Adopted by Resolution No. 23-1754

CITY OF PROSSER
Washington

620 Market Street – 1st Floor
Prosser, WA 99350
(509)786-2332
Fax (509)786-3717
www.cityofprosser.com

June 23, 2026

Service Priorities

This summary was prepared by administrative staff to support informed decision-making during the City's budget and work planning processes. The service areas, actions, and outcomes outlined below are intended to be used in conjunction with Council-established goals and policy direction to help guide budget development, project sequencing, and resource allocation. By clearly linking priorities to expected outcomes, this framework provides a consistent and transparent basis for evaluating needs, balancing available resources, and determining project and service prioritization across the organization.

Rank	Service Area	Action	Outcomes
Must	**General Operations**	• Keep a citywide work plan that reflects Council goals • Make sure departments work together and follow consistent practices • Regularly review how services are delivered and look for ways to improve • Plan ahead for staffing, equipment, and operating costs • Implement planning, zoning and development standards consistent with community vision and legal requirements	• Departments adopt annual work plans • Services are delivered on time and consistently • Fewer service gaps, delays, or duplicated efforts • Improved long-term operational and financial planning
Must	**Communications & Community Involvement**	• Share clear, timely information with residents using coordinated messaging • Ask for community input through surveys, meetings, and outreach • Use advisory groups to help guide decisions • Budget for communication tools and outreach efforts	• Regular community outreach activities • Increased participation in surveys and meetings • Improved resident satisfaction over time • Improved resident understanding of City actions and decisions
Must	**Water (including irrigation)**	• Plan for repair and replacement of water system equipment and facilities • Coordinate with regulators and regional partners • Review water rates to make sure the system can be maintained safely	• Systems meet all safety and regulatory requirements • Fewer emergency repairs • Funds are available for planned improvements

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Washington

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Rank	Service Area	• Action	• Outcomes
Must	**Sewer**	• Plan long-term replacement of sewer infrastructure • Coordinate sewer work with road and development projects • Review sewer rates to support system maintenance and upgrades	• Reduced system failures or backups • Predictable replacement schedules • Sewer funds remain financially stable •
Need	**Staff Training and Education**	• Plan ahead for staff training and leadership development • Encourage shared training and knowledge across departments • Support certifications, conferences, and required licenses • Include training costs in annual budgets	• Staff meet annual training goals • Improved employee retention and readiness for advancement • Better coordination and problem-solving across departments
Need	**Public Safety Programs and Equipment (including Building, Code Enforcement & Animal Control)**	• Coordinate police, fire, public works, building, code enforcement, animal control, and regional emergency service partners • Identify and address safety risks proactively, including property maintenance, nuisance properties, and animal control issues • Strengthen partnerships with county, regional, and state emergency service providers for coordinated response • Plan for equipment replacement, technology needs, and cross-department staff training • Seek grants and interagency partnerships when available	• Faster, more coordinated response times across agencies • Fewer safety hazards related to buildings, properties, and animals • Equipment and technology kept current and functional • Outside funding and shared resources successfully obtained • Improved building safety, neighborhood conditions, and overall community safety
Need	**Garbage (including recycling)**	• Work with service providers to review and improve service levels • Plan for long-term operation of the transfer station and recycling programs • Look for efficiencies through coordination and regional partnerships	• Reliable service delivery • Increased recycling participation • Stable or reduced long-term costs
Need	**Recreation Programs and Activities (including pool PROGRAMS)**	• Regularly assess recreation needs for all ages • Expand programs through partnerships with schools and local groups • Plan staffing and facilities to support program growth • Evaluate as a public safety services	• Increased participation in recreation programs • Programs meet cost recovery or funding goals • Expanded recreational opportunities for all age groups

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Rank	Service Area	• Action	• Outcomes
Want	**Parks (including pool)**	• Review how parks and pool facilities are used • Plan improvements in phases to manage costs • Coordinate maintenance and capital work across departments • Seek grants and partnerships to support projects • Maintain planning documents (PROS Plan) and priorities with the assistance of Parks & Open Space Committee • Identify locations and uses for future parks in coordination with community input and growth planning	• Increased use of parks and facilities • Projects completed as planned • Additional grant or partnership funding secured • Park investments aligned with community priorities
Want	**Sidewalk Maintenance**	• Inventory sidewalks and assess conditions • Prioritize repairs based on safety and accessibility • Coordinate sidewalk work with road and utility projects • Implement partnership program with homeowners	• Fewer damaged or unsafe sidewalks • Improved accessibility throughout the city • Improved pedestrian safety and ADA accessibility citywide
Want	**Public Facilities**	• Plan for maintenance and replacement of City buildings • Use space efficiently across departments • Improve safety, accessibility, and energy efficiency	• Reduced deferred maintenance • Lower long-term operating costs • Improved building safety and accessibility
Want	**Roadway Improvements**	• Plan road projects alongside utilities, sidewalks, drainage, and development • Coordinate with regional transportation agencies • Prioritize projects based on safety and condition • Strategically plant and manage trees with community advisement • Include multimodal features such as bus stops, benches, shade, signage, and lighting	• Completion of planned road projects • Improved traffic safety and road conditions • Better support for multimodal transportation

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Amendments to the Special Event Permit Process, Notification Procedures, and Associated Master Fee Schedule Item Type: Discussion	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Recreation	Rachel Shaw	Kathya Martinez	509-786-8225

Cost of Proposal:	Fund Name and Number:
N/A Amount Budgeted: N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Special Event Permit Application (changes highlighted in yellow)
2. City - Neighborhood Notification Mailing - Amplified Sound
3. City - Business/Resident Notification Mailing - Amplified Sound & Road Closure
4. Event Organizer - Notification Letter Template
5. Notice of Temporary No Parking - Vehicles

Summary Statement:

The Special Event Permit process has been discussed with the City Council on multiple occasions over the past several meetings as staff has worked to improve the permitting process and address concerns raised by both event organizers and Council.

At the previous City Council meeting, Council reviewed proposed revisions to the Special Event Permit Application and requested that staff return with additional information regarding the notification process for amplified sound and road closures. Specifically, Council requested that staff develop standardized notification templates and provide optional City services for event organizers who wish to have the City prepare and mail required notification letters, as well as provide Public Works assistance for after-hours and holiday road closures.

In response to Council's direction, staff has completed the requested revisions to the Special

Event Permit Application, developed standardized notification templates, and prepared proposed fee schedule updates to recover the costs associated with these *optional* services. The proposed fees for this option service is reflected in the Master Fee Scheduled in a separate Council agenda item.

The proposed changes are intended to provide a more user-friendly application, establish consistent notification procedures, improve communication with residents and businesses affected by special events, and ensure that additional staff services requested by event organizers are provided on a cost-recovery basis rather than becoming an unfunded operational expense.

These revisions represent the final step in updating the City's Special Event Permit process and are presented for Council's review and consideration.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #2: Financial Sustainability, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Approve amendments to the Special Event Permit process, notification procedures, and associated Master Fee Schedule.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw		Rachel Shaw
Date: Jun 19, 2026	**Date:**	**Date:** Jun 19, 2026

CITY OF PROSSER
PARKS & RECREATION
620 Market St, 1st Floor
Prosser, WA 99350
(509)786-8225 Fax: (509)786-3717

SPECIAL EVENT PERMIT APPLICATION

☐ **Application Review Fee: $50 resident/$60 non-resident** (fee nonrefundable) due at the time of application	**For Office Use:**
☐ **Submittal Deadline:** A **minimum** of **30 days** prior to the proposed event date | **45 days** if applicant is requesting City-prepared notifications mailing of amplified sound or road closure. ☐ Additional **$75 expedited** fee if less than 30 days	**Date Received:** _____ **Date Routed for Reviewed:** _____
☐ **Supporting Documentation:** Signed Application, Site Plan, Certificate of Insurance, Proof of Non-Profit (*if applicable*)	**Permit No.** _____

Special Event Guidelines

This form is designed to assist event planners and City Staff toward creating a successful event. This document does not constitute approval or make guarantees in any manner.

Instructions for Completing

After submitting all forms, your application will be reviewed by department staff. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make changes to your plan based on the availability of services and scheduling of other events. Therefore, do not make any arrangements for your event until approval from the city has been received.

ORGANIZATION: _____

PERSON RESPONSIBLE FOR EVENT: _____

PHONE NO.: _____ CELL PHONE NO.: _____

EMAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EVENT(S) INFORMATION

EVENT NAME: _____

LOCATION OF EVENT: _____ EXPECTED NO. OF ATTENDEES: _____

DATE(S) OF EVENT: _____ START TIME: _____ END TIME: _____

DATES AND TIME FOR SET UP: _____ BREAK DOWN: _____

Please provide a summary of your event and the activities that will take place: (attached another sheet if necessary)

_____

_____

_____

REV(6/26)

IS THIS A PROSSER NON-PROFIT OR CHARITABLE ORGANIZATION? ☐ **YES** ☐ **NO** (Verification Required)

ADDITIONAL INFORMATION

1. Will alcohol be served, displayed, or consumed at this event? ☐ YES ☐ NO
   If you answered YES, the City may request a copy of the liquor license if there is not one on file.
   (Alcohol is not permitted at any City parks)

2. Will there be amplified sound or music? *If YES,* ☐ YES ☐ NO
   ☐ Organizer will prepare and distribute notification letters within 300 feet.
   ☐ Request the City to prepare and mail notification letters (additional fees apply)

3. Will your event require street closures? *If yes, attached a site map.* ☐ YES ☐ NO
   ☐ Organizer will distribute notification letters. ☐ Request the City to prepare and mail notification letters (additional fees apply).

4. Will caterers, vendors, concessionaires, exhibitors, entertainers, promoters, or sponsors participate? *If YES, provide vendors list, Benton County Health permits, and insurance if required* ☐ YES ☐ NO

5. Will volunteers assist with traffic control & litter patrol? ☐ YES ☐ NO

6. Will tents, booth, canopies or other equipment erected? ☐ YES ☐ NO *If yes, how many:* _____

SPECIAL REQUESTS NEEDED BY CITY (Check all that apply)

☐ Cones ☐ Barricades ☐ Street Sweeping ☐ Power ☐ PW Staff

☐ Fire (must contact the fire department) ☐ Police ☐ Traffic Control ☐ Parking

☐ Neighborhood Notification Mailing – Amplified Sound

☐ Business/Residents Notification Mailing – Road Closure

OTHER: _____

*City services are subject to staff availability and approval. Notification mailing requests require applications to be submitted at least **45 days** prior to the event. Additional fee apply per adopted fee schedule (see last page for fees).*

ITEMS PROVIDED BY APPLICANT (Check all that apply)

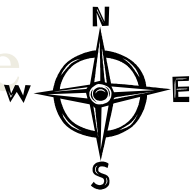
☐ Porta-Potty ☐ Dumpster ☐ Water (Hydrant) ☐ First Aid Station ☐ Traffic Control

☐ Litter Patrol ☐ Volunteers OTHER: _____

SITE PLAN (PMC 5.30.040)

Please attach a **DETAILED** site plan (map), the site plan should include the following: boundaries of event site, location of event features such as: vendor/activity locations, ride areas, equipment, parking, restrooms, dumpster, trash receptacles, beer garden and first aid station. Also include the location and map of any proposed street use and/or closures and necessary detours.

Attach a Site Map or Use This Space



CITY REQUIREMENTS

You must have the following before approval for your event can be considered: *Initials:* _____

- A minimum $1,000,000 Certificate of Liability Insurance listing the City of Prosser as an additional insured, if your event is taking place on City property and depending on the type of event, the insurance requirements may vary. The original certificate must be filed with the City Clerk and a copy attached to this application prior to permit being issued.
- ***Please note:*** Caterers, vendors, concessionaires, exhibitors, entertainers, promoters, or sponsors involved in your event may be required to carry their own liability insurance. Coverage amounts and requirements can vary depending on the type of service provided.
- A copy of the permit obtained for the sale or consumption of food, beverages, or alcohol *(if applicable)*.
- A letter from property owners authorizing the use of private property for your event *(if applicable)*.

I, the undersigned, do hereby certify that, to the best of my knowledge, the information on this application and other submitted information is true and correct. In addition, I understand that the City's acceptance of this application and any fees does not constitute submittal of a valid application or guarantee approval of my request. I further understand that I am responsible for following all the guidelines for the event as set forth in the Prosser Municipal Code (PMC) 5.30. Any person found to be in violation of this section will have their permit revoked and the event will be immediately terminated.

_____ _____ _____ _____

Applicant Signature Date Property Owner's Signature (if applicable) Date

NOTE: This form is subject to public disclosure. This institution is an equal opportunity provider and employer.

FOR OFFICE USE ONLY

Application Form – completed and signed		**Detail Site Plan (attached)**	
Facility Fee Paid: **Resident: $_____ Non Resident: $_____**		**Certificate of Insurance**	
Police Officer **# of Officers: _____ # of Hours: _____**		**Nonprofit or Charitable Verification**	
Public Works Staff – **# of Officers: _____ # of Hours: _____**		**Board of Health Permit(s) for Food Vendors**	
Expedited Processing Fee: $75 (if event is less than 30 days) **$_____**		**Washington Liquor Permit** (for sale or consumption)	

☐ **Approved** By: _____ Date: _____

☐ **Approved, with conditions** Approval Conditions: _____

☐ **Denied** Reason for Application Denial: _____

REV(6/26)

FACILITY FEE TABLE

Facility	Permit Fees		Add On – Extra 20% for NR	Total Amount Due
	Resident	Non Resident	☐ Stage - **$25**	
City Park Pavilion Open Grass Space Reg. Garbage Serv. Restroom Clean up	$100	$120	☐ Concession with grill - **$50** ☐ Concession w/o grill - **$25** ☐ (Sommers St Closure) - **$110** ☐ ** Police Officers – **$ Overtime Benefited Rate / Per Officer** ☐ *** Public Works Staff - **$55/per staff** ☐ Expedited Processing - **$75**	$_____
EJ Miller Park ☐ **Crawford Park** ☐ Pavilion Open Grass Space Reg. Garbage Serv. Restroom Clean up	$100	$120	☐ ** Police Officers – **$ Overtime Benefited Rate / Per Officer** ☐ *** Public Works Staff - **$55/per staff** ☐ Expedited Processing - **$75**	$ _____
Downtown Area Cones and Barricades	$200	$240	☐ *** Street Sweeping - **$55** ☐ ** Police Officers – **$ Overtime Benefited Rate / Per Officer** ☐ Power Boxes - **$10/per box** X _____ ☐ Expedited Processing - **$75**	$ _____
Parade - Event Route Cones and Barricades	$400	$480	☐ *** Street Sweeping - **$110** ☐ ** Police Officers – **$ Overtime Benefited Rate / Per Officer** ☐ Power Boxes - **$10/per box** X _____ ☐ Expedited Processing - **$75**	$ _____
Street Block Parties Cones and Barricades **Depot Parking Lot** Cones and Barricades	$150	$180	☐ *** Street Sweeping - **$55** ☐ ** Police Officers – **$ Overtime Benefited Rate / Per Officer** ☐ Power Boxes - **$10/per box** X _____ ☐ Expedited Processing - **$75**	
Private Property	$100	$120	☐ ** Police Officers – **Overtime Benefited Rate / Per Officer** *** Public Works Staff - **$55/per staff** ☐ Expedited Processing - **$75**	$ _____

Flat Rate: per hour, per person, minimum 2 hours required
**Police Officer – anytime one is needed | ***Public Works Staff – During business hours

ADDITIONAL FEE TABLE

Road Closures After Hours **Road Closures** Holidays	$83 (4 hours minimum) $138 (4 hours minimum)	$ _____
City Processes Notification for Event	$44/ hours plus mailing cost	$ _____

Note: Additional fees are not eligible for sponsorship as this is a hard cost.

REV(6/26)

CITY OF PROSSER
Washington

620 Market Street, 1st Floor
Prosser, WA 99350
(509)786-2332
Fax (509)786-3717
www.cityofprosser.com

NEIGHBORHOOD COURTESY NOTICE

Dear Neighbor,

The City of Prosser Parks & Recreation Department would like to inform you of an upcoming permitted special event that will be taking place at **(Event Location)**.

Event: (Event Name)
Hosted By: (Business/Organization Name)
Date: (Day, Date) | **Time:** (Start Time – End Time)

Event Description:
(Brief description of the event.)

As part of this permitted event, **amplified music and announcements** may occur during the scheduled event hours.

The City works closely with event organizers to ensure events are conducted responsibly while minimizing impacts to surrounding neighborhoods. Event organizers are required to comply with all conditions of their Special Event Permit, including the requirements of **Prosser Municipal Code (PMC) Chapter 8.50 – Noise Control**, applicable City regulations, and the approved event hours.

Why am I receiving this notice?

You are receiving this courtesy notice because your residence is located **within 300 feet of the permitted event area** and may experience temporary impacts such as increased traffic, parking activity, or amplified sound during the event.

If you have questions regarding this event, please contact:
Event Contact
(Name) | (Phone Number)
(Business/Organization)

For questions regarding the City's Special Event Permit process, please contact:
The Parks & Recreation Department
509-786-8225
parksandrec@ci.prosser.wa.us

Thank you for your patience, understanding, and continued support of community events.

Sincerely,

Kathya Martinez

Recreation Manager

CITY OF PROSSER
Washington

620 Market Street, 1st Floor
Prosser, WA 99350
(509)786-2332
Fax (509)786-3717
www.cityofprosser.com

NEIGHBORHOOD COURTESY NOTICE

Dear Neighbor,

The City of Prosser Parks & Recreation Department would like to inform you of an upcoming permitted special event that will be taking place at **(Event Location).**

Event: (Event Name)
Hosted By: (Business/Organization Name)
Date: (Day, Date) | **Time:** (Start Time – End Time)

Event Description:
(Brief description of the event.)

As part of this permitted event, **amplified music and announcements** may occur during the scheduled event hours.

TEMPORARY ROAD CLOSURES

To safely accommodate this event, the following roads will be temporarily closed:

Road(s): _____

Closure Begins: _____ **Roads Reopen:** _____

Please plan accordingly and use alternate routes during the closure period. Access for emergency vehicles will be maintained at all times.

The City works closely with event organizers to ensure events are conducted responsibly while minimizing impacts to surrounding neighborhoods. Event organizers are required to comply with all conditions of their Special Event Permit, including the requirements of **Prosser Municipal Code (PMC) Chapter 8.50 – Noise Control**, applicable City regulations, and the approved event hours.

Why am I receiving this notice?

You are receiving this courtesy notice because your residence is located **within 300 feet of the permitted event area** and may experience temporary impacts such as increased traffic, parking activity, temporary road closures, or amplified sound during the event.

If you have questions regarding this event, please contact:
Event Contact
(Name) | (Phone Number)
(Business/Organization)

For questions regarding the City's Special Event Permit process, please contact:

CITY OF PROSSER
Washington

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The Parks & Recreation Department
509-786-8225
parksandrec@ci.prosser.wa.us

Thank you for your patience, understanding, and continued support of community events.

Sincerely,

Kathya Martinez

Recreation Manager

NOTICE TO SURROUNDING NEIGHBORS

Dear Neighbor or Business Owner,

We are writing on behalf of **(Business/Organization Name)** to notify you of an upcoming **City-approved Special Event** that will be held at **(Event Location)**.

Event: (Event Name)
Date: (Day, Date)
Time: (Start Time – End Time)

Event Description:
(Brief description of the event and expected activities.)

As part of this event, **amplified music and announcements** will occur during the scheduled event hours. Our organization is working closely with the City of Prosser Parks & Recreation Department to ensure the event is conducted responsibly and in compliance with all conditions of our Special Event Permit, including the requirements of **Prosser Municipal Code (PMC) Chapter 8.50 – Noise Control**.

Temporary Road Closures

To safely accommodate this event, the following road(s) will be temporarily closed:

Road(s): _____

Road Closure Begins: _____

Road(s) Reopen: _____

During this time, access to certain streets and parking areas may be temporarily limited. Please plan accordingly and use alternate routes if necessary. Emergency vehicle access will be maintained at all times.

Why am I receiving this notice?

You are receiving this courtesy notice because your **residence or business is located within or adjacent to the event area** and may experience temporary impacts such as:

- Increased vehicle and pedestrian traffic
- Temporary road closures or traffic detours
- Temporary parking restrictions
- Amplified music and event announcements

SAMPLE

We appreciate your patience and understanding as we host this community event. If you have any questions or concerns before or during the event, please feel free to contact us.

Thank you for your understanding and support.

Sincerely,

(Contact Person)
(Business/Organization Name)
Phone: (###) ###-####
Email: (Optional)

SAMPLE

CITY OF
PROSSER
PARKS & RECREATION

NOTICE OF TEMPORARY NO PARKING

To help ensure a safe and successful community event, this street will be temporarily closed.

EVENT NAME: _____

DATE: _____

NO PARKING BEGINNING: _____

ROAD CLOSURE TIME: _____

VEHICLES MUST BE REMOVED BY: _____

AFFECTED STREET(S): _____

_____

We kindly ask that all vehicles be moved before the closure begins to help avoid delays and to ensure the safety of participants, spectators, and emergency access.

Thank you for your cooperation!

QUESTIONS?
Event Organizer: _____
Phone: _____

CITY OF PROSSER
PARKS & RECREATION
509-786-2332

CITY OF
PROSSER
PARKS & RECREATION

NOTICE OF TEMPORARY NO PARKING

To help ensure a safe and successful community event, this street will be temporarily closed.

EVENT NAME: _____

DATE: _____

NO PARKING BEGINNING: _____

ROAD CLOSURE TIME: _____

VEHICLES MUST BE REMOVED BY: _____

AFFECTED STREET(S): _____

_____

We kindly ask that all vehicles be moved before the closure begins to help avoid delays and to ensure the safety of participants, spectators, and emergency access.

Thank you for your cooperation!

QUESTIONS?
Event Organizer: _____
Phone: _____

CITY OF PROSSER
PARKS & RECREATION
509-786-2332

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Ordinance Amending PMC 5.05 Nomadic (Mobile) Vendors Item Type: Action	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Planning	Rachel Shaw	Rachel Shaw	509-786-8218

Cost of Proposal:	Fund Name and Number:
N/A Amount Budgeted: N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. PMC 5.05 Nomadic Vendors
2. Ordinance No. 26-_____ updating PMC 5.05
3. Summary of Changes
4. Slides summarizing updates and program outline
5. Sample License Forms and Customer Handouts

Summary Statement:

This item was previously discussed with City Council at the May 5th and June 2,2026, Council meetings for review and direction. During those discussions, Council provided direction to simplify and clarify the City's process for mobile and nomadic vendors, while still ensuring that vending locations are reviewed for public health, safety, access, parking, traffic circulation, sanitation, fire access, ADA accessibility, and compatibility with surrounding uses.

Council also provided direction to create a more practical process for nomadic, or mobile, vendors. Under the proposed approach, a Nomadic Vendor would be able to move freely between approved mobile vendor sites without obtaining a separate license for each location. Instead, the vendor would obtain one annual nomadic vendor registration and pay one annual registration fee of $50. Each mobile vendor site would still be reviewed and approved by the City before vending could occur at that location.

Staff have implemented Council's recommended changes by preparing an extensive update to Prosser Municipal Code Chapter 5.05. The proposed amendments separate the vendor licensing process from the site approval process. This means the vendor is licensed or registered to operate, while the property owner or authorized agent is responsible for obtaining approval for a specific mobile vendor site. Once a site is approved, licensed vendors may use that approved location consistent with the requirements and conditions of approval.

The proposed update also recognizes the practical difference between vendors that operate from a specific site and vendors that move through the community. The amendments create separate standards for nomadic vendors and a new identified category "roving vendors."

Nomadic Vendors generally operate from an approved site, such as a food truck setting up at a fixed or recurring location. Roving Vendors, such as an ice cream truck or similar mobile business, move from place to place and stop only temporarily. The proposed code limits Roving Vendors to short stops and prevents a roving vendor license from being used to establish a fixed or recurring vending location without site review.

Major updates to PMC 5.05 include:

- A new purpose statement explaining that the chapter is intended to support mobile and temporary business activity while protecting public health, safety, traffic circulation, parking, accessibility, fire safety, sanitation, and surrounding property uses;
- Expanded and clarified definitions for mobile vendor sites, site approval certificates, mobile vendor site review, nomadic/mobile vendors, roving vendors, and licenses;
- A formal mobile vendor site review process requiring the property owner or authorized agent to submit a site plan and supporting information before vending begins;
- Clearer review criteria allowing the City to approve, condition, deny, suspend, revoke, or modify approvals when necessary to address health, safety, parking, accessibility, traffic circulation, fire access, sanitation, nuisance, or other welfare concerns;
- A single annual nomadic vendor registration process and $50 annual registration fee, allowing eligible nomadic vendors to operate at approved mobile vendor sites without obtaining a separate license for each site;
- New roving vendor standards, including limits on stop duration, accessory equipment, public right-of-way impacts, sound, special events, and public safety concerns;
- Improved application requirements so vendors provide complete information about the business, vehicle or conveyance, goods or services offered, required health/fire/state permits, sanitation plans, insurance where applicable, and acknowledgments regarding the limits of the license;
- Updated health, fire, sanitation, and safety provisions addressing food handling, fire code compliance, propane, generators, wastewater, grease, gray water, inspections, and safe equipment operation;
- Updated site and operating standards, including setbacks, garbage receptacles, cleanup requirements, fire code compliance, limits on display areas, protection of required parking, ADA-accessible parking and routes, fire lanes, emergency access, pedestrian access, sight distance, drive aisles, and safe circulation;
- Sign standards moved into a separate section, clarifying that signs must comply with the City's sign code, may not be placed in the public right-of-way unless authorized, and may not block pedestrian access, ADA access, sight distance, or create a hazard;
- Stronger suspension, revocation, civil enforcement, immediate hazard response, and appeal provisions.

The proposed amendments are intended to make Chapter 5.05 clearer, easier to administer,

and better aligned with how mobile vending operates today. The update provides vendors with a more flexible and understandable process, gives property owners a defined path to establish approved mobile vendor sites, and gives the City better tools to protect public safety, access, sanitation, parking, traffic circulation, ADA accessibility, fire access, and the general welfare.

Staff recommends Council consider the proposed amendments to PMC Chapter 5.05.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #3: Promote Economic Development & Jobs

Recommended Action/Suggested Motion:

Recommended Motion: *Adopt Ordinance No. 26-_____ amending PMC 5.05 for Nomadic (Mobile) Vendors.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw		Rachel Shaw
Date: Jun 18, 2026	**Date:**	**Date:** Jun 18, 2026

CHAPTER 5.05
NOMADIC VENDORS

§ 5.05.010. Definitions.

In construing the provisions of this chapter, except when otherwise declared, apparent, or clearly appearing from the context of the passage or section, the following definitions shall be applied:

"City" means the city of Prosser, Washington.

"Food" shall have its usual and ordinary meaning, and shall include all items designed for human consumption including, but not limited to, candy, gum, popcorn, hot dogs, sandwiches, peanuts, soft drinks and dairy products.

"Nomadic vendor" means any person whether as owner, agent, consignee, or employee, whether a resident of the city or not, who engages in a business of selling and delivering goods, wares, food or merchandise of any kind or description, who conducts such a business outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance upon privately or publicly owned property, but not on a public street, sidewalk, alley or public way of the city. A person so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.

"Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, limited liability company, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

"Public celebration" means any of the following: events officially authorized by the city council; events authorized by a special event permit issued in accordance with Chapter 5.30; and events that are specifically exempt from the provisions of Chapter 5.30.
(Ord. 2884 § 1, 2014)

§ 5.05.020. License required.

It shall be unlawful for a nomadic vendor to engage in business within the city of Prosser, Washington, except when licensed in compliance with the terms of this chapter. A separate license shall be required for each location of any nomadic vendor. A nomadic vendor who has obtained a license under this chapter shall be exempt from the provisions of Chapter 5.04. In the event of a conflict of provisions between this chapter and Chapter 5.04, then this chapter shall prevail and be applicable to license the activity.
(Ord. 2884 § 2, 2014)

§ 5.05.030. Exemptions.

The provisions of this chapter shall not be construed to apply to the following:

A. Persons selling only fruits, vegetables, berries, eggs or any farm produce or edibles raised, gathered, produced or manufactured by such persons in the state of

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Washington.

B. Persons selling only trees used for the celebration of the Christmas season.

C. Caterers providing catering services at a wedding or other one-time event on private property.

(Ord. 2884 § 3, 2014)

§ 5.05.040. Application.

Any person desiring to secure a license as a nomadic vendor shall make application to the city clerk, on forms to be provided by the city. Such application shall include, but not be limited to, the following information:

A. The name or names and address of the applicant, the applicant's UBI number, vehicle license numbers of all vehicles from which the applicant proposes to conduct business; description of the general type of goods, wares, merchandise or food proposed to be sold by the applicant; the place or places where the applicant proposes to engage in business.

B. Each application shall be accompanied with the license application fee as provided for in this chapter.

C. A notarized written authorization from the business owner to conduct the applicant's business at the place so noted on the application.

D. A statement explaining the method of trash and litter disposal being proposed by the vendor.

E. A drawing of a scale not greater than fifty feet per inch and not less than ten feet per inch, which drawing shall depict the following information:

1. The portion of the property to be occupied by the business;

2. The portion of the property to be used for automobile parking and the number of automobiles accommodated in said area;

3. The location of driveways providing ingress and egress to the property;

4. The location of existing buildings and structures located on the property noting the use of each building or structure so identified.

F. The mayor or his or her designee is authorized to establish an application form for nomadic vendor licenses.

(Ord. 2884 § 4, 2014)

§ 5.05.050. Standard for approval of license.

The mayor or his or her designee shall deny any application upon written findings that the applicant's proposed business activity will violate any applicable law, rule, or regulation. Any license issued under this chapter shall contain the number of the license,

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the date the same was issued, the nature of the business authorized to be carried on, the amount of license fee paid, the expiration date of said license, the place where said business may be carried on under such license and the name or names of the person or persons authorized to carry on the same. The city clerk shall keep a record of all licenses issued under this chapter and shall promptly provide the Washington State Department of Revenue a copy of any license issued under this chapter.
(Ord. 2884 § 5, 2014)

§ 5.05.060. Fees—Expiration of license—Renewal.

Fees shall be paid as follows:

A. Nomadic vendors shall pay an initial application fee in the amount set forth in the city's fee schedule adopted by resolution or ordinance of the city council. The application fee shall be submitted with all applications. Following approval of the application, a fee shall be paid for each business license issued under this chapter in an amount set forth in the city's most recent fee schedule adopted by resolution of the city council. The license shall expire on December 31st of each year. A separate application and license shall be required for each location of a nomadic vendor. The application fee is not required for license renewal provided the renewal is for the same location and provided the licensee was licensed at that location within thirty days from the date of the request to renew the license. A license renewal fee shall be paid in the amount set forth in the city's fee schedule adopted by resolution or ordinance of the city council.

(Ord. 2884 § 6, 2014; Ord. 3287 § 2, 2025)

§ 5.05.070. Exhibition of license—Transfer.

Any license issued under this chapter shall be posted conspicuously at the place of business authorized therein. Any license issued under this chapter shall not be transferred to any other person.
(Ord. 2884 § 7, 2014)

§ 5.05.080. Health regulation.

All nomadic vendors shall comply with all laws, rules and regulations regarding food handling including established by any applicable regulatory agency. All vehicles used for the sale of food by nomadic vendors shall comply with all the laws, rules and regulations respecting such vehicles established by any applicable regulatory agency.
(Ord. 2884 § 8, 2014)

§ 5.05.090. Nomadic vendor standards.

All nomadic vendors licensed under this chapter shall comply with the following standards:

A. Nomadic vendors shall be licensed only at those sites on which there is a permanent business operating and registered under Chapter 5.04, unless the nomadic vendor obtains a conditional use permit from the city's board of adjustment and further

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meets all of the following conditions:

1. All surfaces used by the nomadic vendor, and not landscaped, must be paved or otherwise covered with a dust-free surface.

2. Sanitary restroom facilities must be available in accordance with the rules of the applicable regulatory agency.

3. Completion of site review.

B. No nomadic vendor shall locate his or her vehicle, other conveyance, or temporary stand within twenty feet of the improved portion of any public right-of-way or within twenty feet of the intersection of any public right-of-way and private driveway.

C. The vehicle must be in good repair and of such design that it reasonably conforms to surrounding businesses.

D. No signs or signage shall be permitted other than that which can be contained on the vehicle or conveyance and one sandwich board sign in accordance with Chapter 18.72.

E. No vehicle, other conveyance or temporary stand shall be located closer than twenty feet from any building or structure on the licensed property or adjoining property.

F. No vehicle, other conveyance or temporary stand shall locate closer than fifty feet from flammable combustible liquid or gas storage and dispensing structures.

G. All nomadic vendors shall place at least one city approved garbage receptacle upon the site of business for customer use; additional cans may be required at the city's discretion.

H. Licensed nomadic vendor sites shall be cleaned of all debris, trash and litter at the conclusion of daily business activities.

I. All merchandise, goods, wares or food shall only be displayed or offered for sale within fifteen feet of the vendor's conveyance and be located no closer than twenty feet from any building or structure on the licensed property or adjoining property.

J. All vehicles, other conveyances or temporary stands shall comply with the city's fire code.

K. No nomadic vendor may be licensed at a location if their vehicle, conveyance or temporary stand diminishes required off-street parking for the permanent business registered on the site.

(Ord. 2884 § 9, 2014; Ord. 3287 § 3, 2025)

§ 5.05.110. Revocation of license.

Any license issued pursuant to this chapter may be revoked, in writing, by the mayor or his or her designee for any one or more of the following causes:

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A. Any fraud, misrepresentation, or false statement contained in the application for a license.

B. Any fraud, misrepresentation, or false statement made in connection with the selling of products.

C. Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

D. The determination by the Benton County district court that the licensee has committed more than two infractions issued pursuant to Section 5.05.120 in any twenty-four-month period.

(Ord. 2884 § 10, 2014)

§ 5.05.120. Penalty.

A. Except as otherwise provided herein, any person violating any of the provisions of this chapter shall be deemed to have committed a civil infraction and be penalized by a fine in the amount of one hundred fifty dollars, plus state assessments for each day he, she, or it is in violation of this chapter. Such infractions shall be issued and prosecuted in accordance with Sections 1.40.070 through 1.40.210.

(Ord. 2884 § 11, 2014)

§ 5.05.990. Severability.

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this chapter.

(Ord. 2884 § 12, 2014)

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CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26 -

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE CHAPTER 5.05 MOBILE/NOMADIC VENDOR AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY SUMMARY.

WHEREAS, the City of Prosser seeks to support mobile and temporary business activity while protecting public health, safety, accessibility, traffic circulation, parking, and the general welfare of the community; and

WHEREAS, the City currently regulates nomadic vendors under Chapter 5.05 of the Prosser Municipal Code and desires to update those regulations to make them clearer and easier to administer for applicants, property owners, business owners, staff, and enforcement officials; and

WHEREAS, the City Council finds that clear application requirements, site standards, operating standards, and approval criteria help ensure that nomadic vendor activities are conducted safely and compatibly with surrounding properties and existing businesses; and

WHEREAS, the City Council finds that updating Chapter 5.05 of the Prosser Municipal Code is necessary to clarify requirements, improve consistency, support efficient administration, and protect public health, safety, and welfare;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Prosser Municipal Code Section 5.05 is hereby amended to read as follows:

5.05.010 Purpose.
The purpose of this chapter is to allow mobile and temporary vending in a manner that supports local business activity while protecting public health, safety, traffic circulation, parking, accessibility, fire safety, and the appearance and use of surrounding properties.

5.05.020 Definitions.
For purposes of this chapter:

A**. "Approved mobile vendor site"** means a specific property and specific location on that property that has completed mobile vendor site review and has been approved by the city for mobile vendor operation, subject to any conditions of approval.

B. **"City"** means the City of Prosser, Washington.

C. **"Food"** means any item intended for human consumption, including prepared food, packaged food, beverages, candy, dairy products, and similar items.

D. **"License"** means a license issued under this chapter, including a nomadic vendor license or roving vendor license. A license authorizes the vendor to conduct activity within the city, subject

to this chapter. A license does not approve any specific location and does not authorize operation at any location that has not received mobile vendor site review approval.

E. **"Mobile vendor site approval certificate**" means the city-issued certificate or written approval confirming that a specific property and specific location on that property has completed mobile vendor site review and has been approved for mobile vendor operation, subject to any conditions of approval.

F. **"Mobile vendor site review"** means the city's review of a proposed nomadic vendor site to determine whether the location complies with applicable zoning, parking, access, traffic circulation, fire access, health, sanitation, accessibility, signage, and other applicable city requirements.

G. **"Nomadic vendor" or "mobile vendor"** means a person who sells or offers to sell goods, wares, merchandise, food, beverages, or services from a vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance at an approved mobile vendor site. A nomadic vendor operates from a specific approved vending area and may move between approved mobile vendor sites, provided each site has completed mobile vendor site review and the vendor complies with the approved site plan, mobile vendor site approval certificate, site-specific conditions of approval, and this chapter. A nomadic vendor license is required for operation as a nomadic vendor.

H. **"Person"** means any individual, partnership, corporation, limited liability company, association, organization, trust, business, or the manager, agent, employee, officer, or representative of any of them.

I. **"Public celebration"** means an event officially authorized by the city council, an event authorized by a special event permit issued under Chapter 5.30 PMC, or an event exempt from Chapter 5.30 PMC.

J. **"Site"** means the specific property and the specific location on that property where mobile vendor operation has been reviewed or approved by the city.

K. **"Roving Vendor"** means a person who sells or offers to sell goods, wares, merchandise, food, beverages, or services from a motorized vehicle, trailer, cart, or other mobile conveyance while moving from place to place and stopping only temporarily to conduct sales. A temporary or roving vendor does not operate from a fixed approved vending area, does not maintain a recurring or stationary vending location, and may not remain at any one location for more than one hour. Additional temporary or roving vendors may not place or maintain seating, tables, tents, canopies, freestanding signs, generators, merchandise displays, or other accessory items outside the vehicle or conveyance unless expressly authorized by the city. A roving vendor license is required for operation as a roving vendor.

5.05.030 License required.

A. A person may not operate as a nomadic vendor or roving vendor within the city unless the person has first obtained the applicable license under this chapter.

B. A separate license is required for each vendor, each vendor type, and each vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance used for vending. A business or person operating more than one vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance for nomadic vendor or roving vendor activity must obtain a separate license for each vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance. A nomadic vendor license authorizes only nomadic vendor activity for the vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance identified in the license. A roving vendor license authorizes only roving vendor activity for the vehicle, trailer, cart, or other mobile conveyance identified in the license. A person who seeks to operate as both a nomadic vendor and a roving vendor must obtain both license types.

C. A nomadic vendor license authorizes the vendor to operate only at approved mobile vendor sites. A nomadic vendor license does not approve any specific location and does not authorize operation at any site that has not completed mobile vendor site review.

D. A roving vendor license authorizes temporary or roving vendor activity only as allowed by this chapter and any conditions of approval. A roving vendor license does not authorize stationary or recurring operation at a fixed location unless the location has completed mobile vendor site review and the vendor has obtained any license or approval required for nomadic vendor activity.

E. No license issued under this chapter authorizes operation in any public street, sidewalk, alley, public parking space, park, public facility, or other public property or public right-of-way unless separately authorized by the city.

F. A vendor licensed under this chapter is exempt from Chapter 5.04 PMC for the licensed vendor activity. If this chapter conflicts with Chapter 5.04 PMC, this chapter controls.

G. A license issued under this chapter is not a property right, does not create an exclusive vending location or route, and may be conditioned, suspended, or revoked as provided in this chapter.

5.05.040 Exemptions.
This chapter does not apply to:

A. Persons selling only fruits, vegetables, berries, eggs, farm products, or edible items raised, gathered, produced, or manufactured by that person in the State of Washington;

B. Persons selling only trees used for the Christmas season;

C. Caterers providing catering services for a private wedding, party, reception, or other single, non-recurring private event on private property. This exemption does not apply to annual,

seasonal, recurring, regularly scheduled, or publicly advertised events, even if such events are held on private property.

D. Vendors operating solely within the approved boundaries and approved dates of a city-authorized public celebration or special event, provided the vendor complies with the event permit, health requirements, fire requirements, and any other applicable law; or

E. Any activity the city is prohibited by state or federal law from licensing under this chapter.

5.05.045 Mobile vendor site review required.

A. No property may be used as an approved mobile vendor site unless the property owner or the property owner's authorized agent has first obtained mobile vendor site review approval from the city.

B. Mobile vendor site review approval is separate from a nomadic vendor license. Site review approval authorizes a specific property and specific location on that property to be used for mobile vendor operation, subject to the conditions of approval. Site review approval does not authorize any vendor to operate without first obtaining a nomadic vendor license under this chapter.

C. A property owner or the property owner's authorized agent seeking mobile vendor site review approval must apply on forms provided by the city. The application must include, at a minimum:

1. The property owner's name, mailing address, phone number, and email address;
2. The name, mailing address, phone number, and email address of the property owner's authorized agent, if any;
3. The site address and parcel number;
4. A description of the proposed mobile vendor location or locations on the site;
5. If the applicant is not the property owner, written authorization from the property owner or the property owner's authorized agent. If the site is occupied by a permanent business other than the property owner, written authorization from that business;
6. A site plan showing:

    a. The proposed mobile vendor location or locations including length and width of the area;

    b. Existing buildings and structures;

    c. Driveways, drive aisles, fire lanes, and points of ingress and egress;

    d. Customer parking, employee parking, loading areas, and any parking spaces displaced by the proposed mobile vendor location;

e. Pedestrian access routes, ADA-accessible parking spaces, ADA-accessible routes, and any areas necessary to maintain accessibility;

f. Trash receptacles, grease-disposal areas, wastewater-disposal areas, generators, propane tanks, fuel sources, signs, seating, tents, canopies, tables, or other accessory items expected to be used by mobile vendors;

g. The distance from the proposed mobile vendor location to buildings, property lines, rights-of-way, driveways, fuel storage, fuel dispensing equipment, and other features necessary to confirm compliance with this chapter;

h. Any proposed utility connections, including electrical, water, or wastewater connections; and

i. Any other site information reasonably necessary for the city to determine whether the proposed site complies with this chapter and other applicable laws;

7. A parking and circulation statement demonstrating that the proposed mobile vendor location will not reduce required off-street parking below the amount required for the permanent use on the site and will not interfere with safe vehicle or pedestrian circulation;
8. A trash, litter, wastewater, grease-disposal, and sanitation plan, if applicable;
9. Information regarding restroom availability if required by the applicable health district or other regulatory agency;
10. Copies of any required land use, building, fire, health, state, or other permits applicable to the proposed site, or proof that the applicant has applied for those permits; and
11. Any other information reasonably necessary for the city to determine whether the proposed site complies with this chapter and other applicable federal, state, and local laws.

D. A mobile vendor site review application must be accompanied by the mobile vendor site review fee in the amount established in the city's most recent fee schedule adopted by ordinance or resolution of the city council. The city may decline to process an application until the required fee has been paid.

E. The mayor or designee may approve, approve with conditions, or deny a mobile vendor site review application.

F. The city may approve a mobile vendor site review application only if the city determines that the proposed site:

1. Is allowed under applicable zoning and land use regulations;

2. Has any required property-owner, business-owner, land use, building, fire, health, state, or other approvals;
3. Provides adequate parking, access, and traffic circulation;
4. Does not reduce required off-street parking below the amount required for the permanent use on the site;
5. Does not block or interfere with public rights-of-way, driveways, drive aisles, fire lanes, emergency access, ADA-accessible parking, ADA-accessible routes, sight-distance areas, pedestrian access, or safe circulation;
6. Provides adequate space for the proposed mobile vendor location and any associated customer areas, signs, waste receptacles, generators, propane tanks, fuel sources, seating, tables, tents, canopies, or accessory items;
7. Provides adequate trash, litter, wastewater, grease-disposal, and sanitation controls;
8. Provides restroom access if required by the applicable health district or other regulatory agency;
9. Complies with applicable fire, building, health, accessibility, sign, and safety requirements;
10. Will not create a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, or public safety concern; and
11. Otherwise complies with this chapter and all other applicable laws.

G. The city may include reasonable conditions on any mobile vendor site review approval to ensure compliance with this chapter and to protect public health, safety, accessibility, traffic circulation, parking, fire access, sanitation, and welfare. Conditions may include, but are not limited to, limits on the approved vending area, the number of vendors allowed on the site at one time, hours of operation, parking requirements, circulation requirements, signage, trash and sanitation requirements, fire-safety requirements, utility connections, restroom access, and site maintenance.

H. Upon approval, the city may issue a mobile vendor site approval certificate identifying the approved site, approved mobile vendor location or locations, any site-specific conditions of approval, and the date of approval.

I. A property owner or person in control of an approved mobile vendor site must post the mobile vendor site approval certificate in a window or other location clearly visible to the public during any period when a mobile vendor is operating on the site. If the site does not have a window or building suitable for posting, the certificate must be posted in another city-approved location that is clearly visible to customers and the public.

J. A nomadic vendor may not operate at a site unless the site has received mobile vendor site review approval, the mobile vendor site approval certificate is posted as required by this section, the vendor has obtained a nomadic vendor license, and the vendor's operation complies with the approved site plan, mobile vendor site approval certificate, all site-specific conditions of approval, and this chapter.

K. Mobile vendor site review approval does not create a vested right, property right, exclusive vending right, or entitlement to continued approval. The city may suspend, revoke, or modify a mobile vendor site review approval if the site no longer complies with this chapter, the conditions of approval, or other applicable law, or if continued use of the site creates a public health, safety, accessibility, traffic, parking, fire, sanitation, nuisance, or welfare concern.

L. A denial, suspension, revocation, or modification of a mobile vendor site review approval must be in writing and must state the reason for the decision.

5.05.047 Roving Vendor Application and Requirements.

A. For purposes of this section, "roving vendor" means a person who sells or offers to sell goods, wares, merchandise, food, beverages, or services from a motorized vehicle, trailer, cart, or other mobile conveyance while moving from place to place and stopping only temporarily to conduct sales. A roving vendor includes, but is not limited to, ice cream trucks, mobile snack vendors, mobile beverage vendors, and similar businesses that operate without a fixed or recurring vending location.

B. No person may operate as a roving vendor within the city unless the person has obtained a roving vendor license issued by the city. A roving vendor license is separate from a nomadic vendor license. A roving vendor license authorizes only roving vendor activity and does not authorize operation as a nomadic vendor at an approved mobile vendor site unless the vendor has obtained any license or approval required for nomadic vendor activity.

C. A roving vendor license must be obtained on forms provided by the city and must be accompanied by the roving vendor license fee in the amount set forth in the city's most recent fee schedule adopted by ordinance or resolution of the city council.

D. A person seeking a roving vendor license must submit an application that includes, at a minimum:

1. The applicant's legal name, business name, mailing address, phone number, email address, and Unified Business Identifier number, if applicable;
2. A description of the goods, food, beverages, merchandise, or services to be sold;
3. The license plate number, vehicle identification number if requested by the city, and general description of each vehicle, trailer, cart, or other mobile conveyance used for vending;

4. Copies of all required health district permits, fire approvals, state licenses, or other approvals applicable to the proposed roving vendor activity, or proof that the applicant has applied for those permits or approvals;

5. A description of all cooking, heating, refrigeration, electrical, propane, fuel, generator, fire-suppression, wastewater, grease-disposal, and sanitation equipment used in the roving vendor operation, if applicable;

6. A trash, litter, wastewater, grease-disposal, and sanitation plan, if applicable to the proposed operation;

7. Proof of insurance if the roving vendor will operate on city-owned property or if insurance is otherwise required by the city as a condition of approval;

8. A description of the general method of operation, including whether the vendor intends to operate by route, by customer request, by short temporary stops, or by another temporary mobile method;

9. A signed certification, on a form provided by the city, stating that the applicant understands, acknowledges, and agrees that:

   a. A roving vendor license does not authorize the vendor to operate from a fixed, stationary, or recurring vending location;

   b. A roving vendor license does not authorize the vendor to operate as a nomadic vendor at an approved mobile vendor site unless the vendor has obtained any license or approval required for nomadic vendor activity;

   c. The vendor may stop only temporarily to conduct sales and may not establish or maintain a fixed vending area, customer seating area, merchandise display area, or other stationary vending operation;

   d. The vendor will not place or maintain seating, tables, tents, canopies, freestanding signs, generators, merchandise displays, or other accessory items outside the vehicle or conveyance unless expressly authorized by the city;

   e. The vendor will not stop, park, stand, or operate in a manner that blocks, obstructs, displaces, or interferes with required parking, driveways, drive aisles, fire lanes, emergency access, ADA-accessible parking, ADA-accessible routes, sidewalks, pedestrian access routes, sight-distance areas, or safe vehicle or pedestrian circulation;

   f. The vendor will not operate in a manner that creates a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern;

   g. The vendor will comply with all applicable health, fire, food-handling, sanitation, wastewater, grease-disposal, noise, insurance, business licensing, state, and local

requirements;

h. The vendor will immediately move, relocate, modify operations, or cease operations if directed by the city, fire official, law enforcement, health district, event organizer, or other authorized official due to a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern;

i. A false, misleading, or materially incomplete certification, or failure to comply with the certification, may be grounds for denial, conditioning, suspension, revocation, civil enforcement, or other action authorized by this chapter:

j. The vendor may not remain at any one location for more than one hour and must move from that location after one hour unless the vendor has obtained any additional city approval required for stationary or nomadic vendor activity at that location.

10. Any other information reasonably necessary for the city to determine whether the proposed roving vendor activity complies with this chapter and other applicable laws.

E. The city may reject an incomplete roving vendor license application. The city may require corrected or supplemental materials before processing the application.

F. The mayor or designee may approve, approve with conditions, or deny a roving vendor license application.

G. The city may approve a roving vendor license only if the city determines that the applicant has obtained or applied for all required health, fire, state, business licensing, insurance, and other applicable approvals, has paid the required fee, has submitted the certification required by this section, and the proposed roving vendor activity complies with this chapter and all other applicable federal, state, and local laws.

H. The city may deny a roving vendor license application if:

1. The application is incomplete or contains false, misleading, or materially incorrect information;
2. The applicant has not obtained required approvals from the health district, fire official, Washington State Department of Labor and Industries, state agency, or other applicable agency;
3. The applicant fails or refuses to provide the certification required by this section;
4. The certification required by this section is false, misleading, materially incomplete, or inconsistent with the proposed roving vendor activity;
5. The proposed roving vendor activity, vehicle, equipment, route, stopping method, or method of operation would create a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern that cannot be adequately addressed

through license conditions;

6. The proposed roving vendor activity would violate this chapter or any other applicable law; or
7. The applicant has unresolved violations, unpaid penalties, or an active suspension or revocation related to a prior license, permit, or approval under this chapter; or
8. The proposed roving vendor activity would involve remaining at one location for more than one hour or otherwise operating as a fixed, stationary, recurring, or nomadic vendor without obtaining the license, site review, or other approval required by this chapter.

I. Approval of a roving vendor license does not approve any fixed, stationary, or recurring vending location. A roving vendor may not use a roving vendor license to operate from one location on a recurring, scheduled, seasonal, or long-term basis, and may not remain at any one location for more than one hour. A vendor seeking to operate from one location for more than one hour, or from a fixed, stationary, or recurring location, must comply with the nomadic vendor and mobile vendor site review requirements of this chapter.

J. A roving vendor must not stop, park, stand, or operate in a manner that:

1. Blocks, obstructs, or interferes with public rights-of-way, driveways, drive aisles, fire lanes, emergency access, ADA-accessible parking, ADA-accessible routes, sidewalks, pedestrian access, sight-distance areas, or safe vehicle or pedestrian circulation;
2. Reduces required off-street parking below the amount required for the permanent use on a site;
3. Causes customers to queue or congregate in a street, driveway, drive aisle, fire lane, ADA-accessible route, sidewalk, pedestrian pathway, or other unsafe location;
4. Creates a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern; or
5. Violates any license condition, special event permit, public property authorization, right-of-way authorization, park or facility authorization, or other applicable city approval.

K. This section does not authorize a roving vendor to park, stand, vend, or operate at any public event, special event, festival, market, parade, celebration, or similar gathering. A roving vendor may operate at a permitted special event only if the vendor has been invited or authorized by the event organizer and is included in, covered by, or otherwise authorized under the applicable special event permit or other city approval for the event. A roving vendor that is not invited or authorized by the event organizer may not park, stand, vend, or operate within the permitted event area or in a manner that interferes with the event, event parking, pedestrian circulation, traffic control, emergency access, or other event operations.

L. A roving vendor may stop temporarily on a public street or in a public right-of-way only as allowed by this chapter, the roving vendor license, and any conditions of approval. A roving vendor may not stop, park, stand, or operate in a manner that blocks or interferes with traffic, parking, fire access, emergency access, ADA access, pedestrian access, sidewalks, driveways, sight-distance areas, or safe vehicle or pedestrian circulation. Operation in a park, public facility, public parking lot, public event, special event, or other city-controlled property remains prohibited unless separately authorized by the city.

M. A roving vendor must keep the area surrounding the vehicle or conveyance clean and orderly at all times. The vendor must properly dispose of trash, litter, wastewater, gray water, grease, and other waste, and must remove the vehicle, conveyance, debris, and vendor-related materials at the conclusion of business activities or when directed by the city.

N. No roving vendor may use bells, chimes, music, amplified sound, speakers, loudspeakers, public address systems, or other sound-producing devices to advertise, attract customers, or conduct sales in a manner that conflicts with 8.50.080.

O. The city may impose conditions on a roving vendor license to protect public health, safety, accessibility, parking, traffic circulation, pedestrian circulation, fire access, sanitation, noise control, and welfare. Conditions may include, but are not limited to, limits on hours of operation, sound, routes, stopping locations, duration of stops, customer queuing, parking, signage, waste disposal, fire-safety measures, and the use of accessory equipment.

P. A violation of this section is a violation of this chapter and may be grounds for denial, conditioning, suspension, revocation, civil enforcement, removal from an event or location, or other enforcement action authorized by this chapter or other applicable law.

5.05.050 Nomadic Vendor License Application requirements.

A. A person seeking a nomadic vendor license must apply on forms provided by the city.

B. The application must include, at a minimum:

1. The applicant’s legal name, business name, mailing address, phone number, email address, and Unified Business Identifier number, if applicable;
2. A description of the goods, food, beverages, merchandise, or services to be sold;
3. The license plate number and general description of each vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance used for vending;
4. A trash, litter, wastewater, and grease-disposal plan, if applicable to the vendor’s proposed operation;
5. Copies of all required food, health, fire, state, or other permits applicable to the proposed vendor activity, or proof that the applicant has applied for those permits;

6. Proof of insurance if the vendor will operate on city-owned property or if insurance is otherwise required by the city as a condition of approval;

7. A signed certification, on a form provided by the city, stating that the applicant understands, acknowledges, and agrees that:

   a. A nomadic vendor license does not authorize the vendor to operate at any location unless that location has received mobile vendor site review approval from the city;

   b. The vendor may operate only at approved mobile vendor sites and only within the approved vending area for those sites;

   c. The vendor is responsible for confirming, before operating, that each location where the vendor operates has a current mobile vendor site approval and that the vendor's operation is consistent with the approved site plan, site approval certificate, and any site-specific conditions of approval;

   d. The vendor must comply with all conditions of the nomadic vendor license, the approved mobile vendor site review, the approved site plan, the mobile vendor site approval certificate, and all applicable federal, state, and local laws;

   e. The vendor must not block, obstruct, displace, or interfere with required off-street parking, driveways, drive aisles, fire lanes, emergency access, ADA-accessible parking, ADA-accessible routes, pedestrian access routes, sidewalks, sight-distance areas, or safe vehicle or pedestrian circulation;

   f. The vendor must not operate in a manner that creates a parking, pedestrian, traffic, accessibility, fire, health, sanitation, nuisance, or public safety hazard;

   g. The vendor must immediately move, relocate, modify operations, or cease operations if directed by the city, fire official, law enforcement, health district, or other authorized official due to a parking, pedestrian, traffic, accessibility, fire, health, sanitation, nuisance, or public safety concern; and

   h. A false, misleading, or materially incomplete certification, or failure to comply with the certification, may be grounds for denial, conditioning, suspension, revocation, civil enforcement, or other action authorized by this chapter.

8. Any other information reasonably necessary for the city to determine whether the applicant and proposed vendor activity comply with this chapter and other applicable laws.

C. A nomadic vendor license application is not required to identify the specific approved mobile vendor site or sites where the vendor intends to operate. Approval of a nomadic vendor license does not constitute approval of any location. Location approval is governed by the mobile vendor site review requirements of this chapter.

D. The city may reject an incomplete application. The city may require corrected or supplemental materials before processing the application.

E. The mayor or designee may establish application forms, checklists, certifications, submittal requirements, and administrative procedures consistent with this chapter.

5.05.060 Review and approval.

A. The mayor or designee may approve, approve with conditions, or deny a nomadic vendor license application.

B. The city may approve a nomadic vendor license only if the applicant has submitted the certification required by Section 5.05.050 and the proposed vendor activity complies with this chapter and all other applicable federal, state, and local laws, including health, fire, business licensing, insurance, and safety requirements.

C. Approval of a nomadic vendor license does not approve any vending location. A licensed nomadic vendor may operate only at locations that have received mobile vendor site review approval under this chapter, and only in compliance with the approved site plan, mobile vendor site approval certificate, site-specific conditions of approval, and all applicable laws.

D. The city may deny an application if:

1. The application is incomplete or contains false, misleading, or materially incorrect information;
2. The applicant has not obtained required approvals from the health district, fire official, state agency, or other applicable agency for the proposed vendor activity;
3. The applicant fails or refuses to provide the certification required by Section 5.05.050;
4. The certification required by Section 5.05.050 is false, misleading, materially incomplete, or inconsistent with the proposed vendor activity;
5. The proposed vendor activity would create a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, or public safety concern;
6. The proposed vendor activity would violate this chapter or any other applicable law; or
7. The applicant has unresolved violations, unpaid penalties, or an active suspension or revocation related to a prior license under this chapter.

E. A denial must be in writing and must state the reason for the denial.

F. The city may include reasonable conditions on any nomadic vendor license to ensure compliance with this chapter, the applicant’s certification, and applicable federal, state, and local laws, and to protect public health, safety, accessibility, traffic circulation, parking, fire access, sanitation, and welfare.

5.05.070 Fees, expiration, and renewal.

A. Application, license, renewal, sign, inspection, reinspection, and other applicable fees must be paid in the amounts set forth in the city's most recent fee schedule adopted by ordinance or resolution of the city council.

B. The application fee must be submitted with the application unless the fee schedule or city policy provides otherwise.

C. A license fee must be paid before the license is issued.

D. Any sign permit fee or sign-related fee required for signs associated with a nomadic vendor must be paid in the amount set forth in the city's most recent adopted fee schedule.

E. A license expires on December 31 of the year issued unless an earlier expiration date is stated on the license.

F. A license may be renewed if the vendor remains in compliance with this chapter. The city may require updated application materials before renewal.

G. The city may charge a mobile vendor site review fee, mobile vendor site approval certificate fee, site amendment fee, inspection fee, reinspection fee, and any other applicable fee in the amounts set forth in the city's most recent fee schedule adopted by ordinance or resolution of the city council.

H. The city may charge a roving vendor license fee in the amount set forth in the city's most recent fee schedule adopted by ordinance or resolution of the city council.

5.05.080 Display and transfer of license.

A. The license must be displayed conspicuously on or within the vendor's vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance during all hours of operation.

B. A license may not be transferred to another person, business, vehicle, trailer, cart, stand, tent, temporary structure, conveyance, or vendor operation. A license is valid only for the person or business and the vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance identified on the license. A license issued for one vehicle or conveyance may not be displayed on, assigned to, or used for another vehicle or conveyance.

C. A licensed nomadic vendor may move between approved mobile vendor sites without obtaining a separate license for each site, provided the vendor operates only at sites that have completed mobile vendor site review and complies with the approved site plan, mobile vendor site approval certificate, all site-specific conditions of approval, and this chapter. A licensed roving vendor may move from place to place as allowed by Section 5.05.047 and any conditions of approval.

D. Any material change in ownership, vehicle, conveyance, goods sold, services provided, or vendor operation requires prior city approval and may require amended license materials,

additional review, additional permits, or additional conditions of approval.

E. Operation of more than one licensed vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance by the same person or business does not create an exemption from the licensing requirements of this chapter. Each vehicle, trailer, cart, stand, tent, temporary structure, or other conveyance must independently comply with the applicable license, display, health, fire, safety, insurance, and operating requirements of this chapter

5.05.090 Health, fire, and safety requirements.

A. All vendors must comply with applicable health, food-handling, sanitation, fire, building, and safety regulations.

B. Food vendors must maintain all required approvals from the applicable health district and must provide copies to the city upon request.

C. Vehicles, trailers, carts, tents, canopies, generators, propane tanks, cooking equipment, electrical equipment, and other equipment must comply with applicable fire and safety codes.

D. No wastewater, grease, gray water, or other waste may be discharged onto the ground, into a storm drain, into the street, or into any location not approved for that discharge.

E. The city may require inspection by the fire official, building official, code enforcement officer, or other appropriate official before operation or at any time during the license period.

5.05.100 Site and operating standards.

A. A nomadic vendor may operate only at an approved mobile vendor site. A site may be approved only if it has a permanent business operating and registered under Chapter 5.04 PMC, unless the vendor or property owner obtains any required land use approval and the site otherwise complies with this chapter.

B. A licensed nomadic vendor may move from one approved mobile vendor site to another during the license term, provided that each site has completed mobile vendor site review and the vendor complies with the approved site plan, mobile vendor site approval certificate, all site-specific conditions of approval, the certification submitted under Section 5.05.050, and this chapter.

C. The property owner or person in control of an approved mobile vendor site must maintain the site in compliance with the approved mobile vendor site review, approved site plan, mobile vendor site approval certificate, and all site-specific conditions of approval.

D. The mobile vendor site approval certificate must be posted as required by Section 5.05.045 during any period when a mobile vendor is operating on the site.

E. Restroom facilities must be available as required by the applicable health district or other regulatory agency.

F. The vendor must not block or interfere with:

1. Public rights-of-way;
2. Driveways or drive aisles;
3. Fire lanes or emergency access;
4. ADA-accessible parking or accessible routes;
5. Required off-street parking for the permanent business on the site;
6. Sight-distance areas; or
7. Pedestrian access or safe circulation.

G. A vehicle, conveyance, temporary stand, tent, canopy, table, sign, or accessory item must not be located:

1. Within 20 feet of the improved portion of any public right-of-way;
2. Within 20 feet of the intersection of a public right-of-way and a private driveway;
3. Within 20 feet of any building or structure on the approved site or adjoining property, unless a lesser distance is approved by the fire official;
4. Within 50 feet of flammable or combustible liquid or gas storage or dispensing equipment, unless a lesser distance is approved by the fire official.

H. The vehicle, conveyance, temporary stand, and all equipment must be maintained in good repair, clean condition, and safe operating condition.

I. Merchandise, goods, wares, food, seating, tables, and customer service items must be kept within the approved vending area and, unless otherwise approved by the city, within 15 feet of the vendor's vehicle or conveyance.

J. At least one city-approved garbage receptacle must be provided for customer use. The city may require additional receptacles.

K. The site must be kept clean during operating hours and must be cleared of vendor-related trash, litter, debris, equipment, and temporary items at the close of each business day unless otherwise approved by the city.

L. Generators, speakers, music, lighting, odors, smoke, and other impacts must not create a nuisance or violate any applicable city code.

M. The vendor must comply with all conditions of approval stated on the license.

5.05.110 Signs.

A. A nomadic vendor may display signs only as allowed by this chapter, Chapter 18.72 PMC, the

approved site plan, and any sign permit issued by the city.

B. Signs attached to or painted on the approved vehicle or conveyance are allowed if they comply with Chapter 18.72 PMC and do not create a traffic, pedestrian, visibility, safety, or nuisance concern.

C. One sandwich board or sidewalk sign may be allowed if approved by the city and if it complies with Chapter 18.72 PMC.

D. Any sign requiring a permit is subject to the sign permit fee and any related sign fees set forth in the city's most recent adopted fee schedule.

E. No sign may be placed in a public right-of-way, block pedestrian access, block ADA access, obstruct sight distance, create a tripping hazard, or be attached to public property unless specifically authorized by the city.

F. Illegal or unsafe signs may be required to be removed immediately.

5.05.120 Suspension or revocation.

A. The mayor or designee may suspend or revoke a license for any of the following:

1. Fraud, misrepresentation, or false statement in the application;
2. Fraud, misrepresentation, or false statement in the sale of goods, food, merchandise, or services;
3. Operation in a manner that violates this chapter, the license conditions, the certification submitted under Section 5.05.047 or Section 5.05.050, or any other applicable law;
4. Operation in a manner that creates a public health, safety, fire, traffic, parking, pedestrian, accessibility, sanitation, nuisance, or welfare concern;
5. Failure to maintain required health, fire, business, or other permits;
6. Failure to pay required city fees or penalties;
7. Operation at an unapproved site, operation at a site without a posted mobile vendor site approval certificate, operation outside an approved vending area, or operation in a manner inconsistent with the approved site plan or site-specific conditions of approval;
8. Failure to comply with the certification submitted under Section 5.05.047 or Section 5.05.050, including operation at an unauthorized or unapproved location, operation at a location that has not received required mobile vendor site review approval, remaining at one location for more than one hour as a roving vendor, or operation in a manner that creates a parking, pedestrian, traffic, accessibility, fire, health, sanitation, nuisance, noise, or public safety hazard;
9. Operation during a period of suspension;

10. Two or more civil infractions or notices of violation within any 24-month period.

B. Except when immediate action is necessary to protect public health, safety, or welfare, the city should provide written notice of the violation and a reasonable opportunity to correct before suspension or revocation.

C. If immediate action is necessary to protect public health, safety, or welfare, the mayor or designee may issue an immediate suspension or order the vendor to stop operating until the violation is corrected.

D. A suspension or revocation must be in writing and must state the reason for the action.

E. Operating without a required license, operating at an unapproved site, operating at a site without a posted mobile vendor site approval certificate, operating as a roving vendor at one location for more than one hour, operating during a suspension, operating after revocation, blocking fire access, blocking ADA access, creating an immediate traffic hazard, or creating an immediate public health or safety hazard may be enforced without prior warning.

5.05.130 Civil enforcement.
The Violation of, or failure to comply with any provision of this chapter is unlawful and shall be punished as a civil violation (infraction) in accordance with 1.40.040 and shall be issued, adjudicated, and prosecuted as provided for in Chapter 1.40 The city shall not be required to attempt to obtain voluntary correction as provided for in Section 1.40.030 prior to issuing the civil infraction.

5.05.140 Appeals.
A. A person may appeal a denial, condition of approval, suspension, revocation, or modification of a nomadic vendor license, roving vendor license, or mobile vendor site review approval by filing a written appeal with the city clerk within 10 calendar days after the city's written decision.

B. The appeal must state the decision being appealed, the specific objections, and the relief requested.

C. The city may process appeals under Chapter 1.40 PMC or other appeal procedure designated by the city.

D. A timely appeal stays a suspension or revocation unless the mayor or designee determines that continued operation would create an immediate risk to public health, safety, or welfare.

5.05.150 Rules and forms.
The mayor or designee may adopt administrative forms, checklists, certificates, and procedures to implement this chapter, including application materials, site-plan requirements, mobile vendor site review procedures, mobile vendor site approval certificates, procedures for adding approved mobile vendor sites to an existing license, inspection procedures, standard license and site

conditions, and staff guidance for applicants and property owners.

5.05.990 Severability.
If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter is held invalid or unconstitutional by a court of competent jurisdiction, the decision does not affect the validity of the remaining portions of this chapter.

Section 2. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 3. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2026.

_____
MAYOR GARY VEGAR

[ ] APPROVE
[ ] VETO

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26 -

of the City of Prosser, Washington

On the _____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. 26 - _____ . A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE CHAPTER 5.05 MOBILE/NOMADIC VENDOR AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
JACQUELINE RENTERIA, CITY CLERK

TY OF PROSSER
Washington

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PMC 5.05: Nomadic Vendor, Roving Vendor & Mobile Vendor Site Review

The proposed ordinance updates Prosser Municipal Code Chapter 5.05, which regulates mobile and nomadic vendors operating within the City. The update is intended to make the chapter clearer, easier to administer, and better aligned with the way mobile vending currently operates. The existing code combines vendor licensing and site approval into one process and generally requires a separate license for each vendor location. The proposed ordinance separates those concepts. Under the draft, a vendor would obtain the appropriate City license, while the property owner or authorized agent would obtain approval for a specific mobile vendor site. This allows vendors to move between approved sites without requiring a separate vendor license for each location, while still ensuring each location is reviewed for safety, access, parking, circulation, sanitation, and compatibility.

The ordinance also creates a separate license category for roving vendors, such as ice cream trucks or similar mobile businesses that move from place to place and stop only temporarily. Roving vendors would not be allowed to use that license to establish a fixed or recurring vending location. The draft includes operating standards for roving vendors, including limits on stop duration, accessory equipment, public right-of-way impacts, sound, special events, and public safety concerns.

Major updates include:

1. **New purpose statement.**
   The ordinance now clearly states that the chapter is intended to support mobile and temporary business activity while protecting public health, safety, traffic circulation, parking, accessibility, fire safety, and surrounding property uses.
2. **Expanded definitions.**
   The draft adds and clarifies definitions for mobile vendor sites, site approval certificates, mobile vendor site review, nomadic/mobile vendors, roving vendors, and licenses. This helps applicants, property owners, businesses, staff, and enforcement officials understand which rules apply.
3. **Separate site review process.**
   The draft creates a formal mobile vendor site review process. A property owner or authorized agent must submit a site plan and supporting information showing the proposed vendor location, parking, drive aisles, fire lanes, ADA access, utilities, trash, grease disposal, generators, propane, signs, and other site features. This allows the City to review the location before vending begins.
4. **Clear approval criteria and conditions.**
   The City may approve, condition, deny, suspend, revoke, or modify site approvals or

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licenses when necessary to address health, safety, parking, accessibility, traffic circulation, fire access, sanitation, nuisance, or other welfare concerns. This gives staff clearer standards to apply and gives applicants a better understanding of what is required.

5. **Roving vendor standards.**
   The draft distinguishes roving vendors from stationary or recurring nomadic vendors. Roving vendors may stop only temporarily, may not remain at one location for more than one hour, and may not establish customer seating, merchandise displays, tents, signs, generators, or other accessory items unless expressly authorized. This helps prevent a roving license from being used to avoid the site-review process.
6. **Improved application requirements.**
   Vendor applications would require more complete information about the business, vehicle or conveyance, goods or services sold, required health/fire/state permits, sanitation plans, insurance where applicable, and certifications acknowledging the limits of the license. This should reduce confusion and improve compliance.
7. **Updated health, fire, sanitation, and safety provisions.**
   The draft expands the existing health regulation language to address food handling, fire code compliance, propane, generators, wastewater, grease, gray water, inspections, and safe equipment operation.
8. **Updated site and operating standards.**
   The draft retains many existing site standards, including setbacks, garbage receptacles, cleanup requirements, fire code compliance, limits on display areas, and protection of required parking. It also adds clearer protections for ADA-accessible parking and routes, fire lanes, emergency access, pedestrian access, sight distance, drive aisles, and safe circulation.
9. **Sign standards moved into a separate section.**
   The ordinance clarifies that signs must comply with the City's sign code, must not be placed in the public right-of-way unless authorized, and must not block pedestrian access, ADA access, sight distance, or create a hazard.
10. **Stronger enforcement and appeals language.**
    The draft expands suspension, revocation, civil enforcement, immediate hazard response, and appeal provisions. This provides a clearer process for both the City and the vendor if violations occur.

Why the updates were made

The update was prepared to make Chapter 5.05 more practical and easier to administer. Mobile vending can benefit the community and provide additional business opportunities, but it can also create site-specific impacts if locations are not reviewed in advance. The proposed changes help ensure that mobile vendors can operate in Prosser while protecting public safety, existing businesses, parking, access, sanitation, ADA accessibility, traffic flow, and fire/emergency access.

The draft also responds to the practical difference between vendors that operate from a specific site and vendors that move through the community. By creating separate rules for nomadic vendors and roving vendors, the City can apply standards that fit each type of operation.

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Staff recommendation

Staff recommends Council consider the proposed amendments to PMC Chapter 5.05 because they clarify the licensing process, establish a more complete site-review process, create enforceable standards for roving vendors, and provide better tools to protect public health, safety, accessibility, traffic circulation, parking, fire access, sanitation, and the general welfare.

CITY OF PROSSER, WASHINGTON

Updating How Prosser Regulates Mobile & Roving Vendors

Proposed Amendments to Prosser Municipal Code Chapter 5.05

THE PURPOSE

Why Update Chapter 5.05?

Mobile vending has grown and changed — the code needs to keep up. The update makes the chapter clearer, easier to administer, and better matched to how mobile vending actually operates today.

Support local business

Mobile and temporary vending brings new business opportunities and activity to Prosser.

Protect the community

Locations need review for safety, parking, traffic, fire access, sanitation, and ADA accessibility.

Make the rules clear

Vendors, property owners, staff, and enforcement all need to know which rules apply — and when.

THE CORE CHANGE

Separating the Vendor License from the Site

TODAY'S CODE

- Licensing and site approval are combined into one process
- A vendor generally needs a separate license for each location
- Moving to a new site means starting over

PROPOSED CODE

- The vendor gets one City license for their business
- The property owner (or agent) gets approval for the vending site
- Licensed vendors can move between approved sites

Every location is still reviewed for safety, access, parking, circulation, sanitation, and compatibility.

NEW PROCESS

Mobile Vendor Site Review

Before vending begins, the property owner or authorized agent submits a site plan showing how the location will work. The City reviews it once — then licensed vendors can use the approved site.

Parking & circulation

Parking, drive aisles, and safe traffic flow

Fire & emergency access

Fire lanes and emergency vehicle access

ADA accessibility

Accessible parking, routes, and pedestrian access

Sanitation

Trash, grease disposal, and wastewater

Equipment

Generators, propane, and utility connections

Signs & site features

Sign placement and other site details

THE STANDARD LICENSE CATEGORY

Nomadic Vendors

What is a nomadic vendor?

A mobile business that operates from a specific location — like a food truck set up at an approved site.

WHY: ties every vending location to a site the City has reviewed and approved.

- One City vendor license covers the business
- Operates only at approved mobile vendor sites — no separate license needed for each location
- May move between any approved sites under that one license
- Must meet site standards — setbacks, sanitation, parking protection, ADA access, and fire safety

A NEW LICENSE CATEGORY

Roving Vendors

What is a roving vendor?

A mobile business that moves from place to place and stops only temporarily — like an ice cream truck.

WHY: prevents a roving license from being used to skip the site-review process.

- No more than one hour at any one location
- No customer seating, merchandise displays, tents, signs, or generators unless expressly authorized
- Standards for right-of-way impacts, sound, special events, and public safety
- Cannot be used to set up a fixed or recurring vending location

KNOW THE DIFFERENCE

Nomadic Vendors vs. Roving Vendors

The proposed code applies different rules to each type of vendor, fitting how each one actually operates.

NOMADIC / MOBILE VENDOR

- Operates from a specific location — like a food truck set up at a fixed or recurring spot
- Needs a vendor license AND an approved mobile vendor site
- Can stay and operate at any City-approved site

ROVING VENDOR

- Moves from place to place and stops only briefly — like an ice cream truck
- Needs a roving vendor license; no site approval, because there is no site
- Limited to one hour per stop, with no seating, displays, or tents

The dividing line: a nomadic vendor sets up at a location; a roving vendor passes through one.

CLEARER STANDARDS

Better Rules for Applicants and Staff

Complete applications

Applications now ask for full information up front: the business, vehicle, goods or services, health/fire/state permits, sanitation plans, and insurance where applicable. Less confusion, better compliance.

Clear approval criteria

The City may approve, condition, deny, suspend, revoke, or modify approvals based on defined concerns — health, safety, parking, accessibility, traffic, fire access, sanitation, and nuisance. Staff get clear standards; applicants know what's required.

Expanded definitions

New and clarified definitions for mobile vendor sites, site approval certificates, nomadic vendors, roving vendors, and licenses — so everyone knows which rules apply.

PROTECTIONS

Health, Safety, Signs & Enforcement

Health & sanitation

Expanded rules for food handling, wastewater, grease, gray water, and inspections.

Fire & equipment safety

Fire code compliance plus standards for propane, generators, and safe equipment operation.

Site & operating standards

Setbacks, garbage receptacles, cleanup, display limits — and new protections for ADA parking and routes, fire lanes, sight distance, and safe circulation.

Enforcement & appeals

Clearer suspension, revocation, civil enforcement, and immediate-hazard provisions, with a defined appeal process for vendors.

Sign standards now live in their own section: signs must follow the City sign code, stay out of the right-of-way unless authorized, and never block pedestrian or ADA access or sight distance.

BOTTOM LINE

What This Means for Prosser

For vendors

- One license, multiple approved sites
- Clear expectations up front
- A fair, defined appeal process

For property owners

- A defined path to approve a vending site
- Site approved once, usable by licensed vendors
- Conditions tailored to the location

For the community

- Locations reviewed before vending begins
- Parking, ADA access, and fire lanes protected
- Better tools when problems arise

STAFF RECOMMENDATION

Consider the proposed amendments to PMC Chapter 5.05

- Clarifies the licensing process
- Establishes a complete site-review process
- Creates enforceable standards for roving vendors
- Protects health, safety, accessibility, traffic, parking, fire access, and sanitation

Serve With Integrity · Steward With Care · Treat People With Respect · Be Accountable · Work Together

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FYI – NOMADIC VENDOR LICENSE

Welcome to Prosser! This handout explains what is required to operate as a Nomadic (Mobile) Vendor within city limits under PMC Chapter 5.05. Please read all sections before submitting an application.

SECTION 1 — WHICH LICENSE DO I NEED?

NOMADIC VENDOR LICENSE	ROVING VENDOR LICENSE
For you if… You set up and sell from a specific, approved location (food truck, cart, stand, tent, trailer, etc.). Key features: • One license covers your business • Operate at any City-approved mobile vendor site • No separate license needed per location • Each site must have a separate Mobile Vendor Site Approval Certificate (obtained by the property owner)	For you if… You move from place to place and stop only briefly to make sales (like an ice cream truck). Key restrictions: • Maximum 1 hour at any one location • No seating, displays, tents, signs, or generators outside the vehicle unless expressly authorized • Cannot be used to establish a fixed or recurring vending location • No site review required — but no fixed location allowed either

Note: If you want to operate both types, you must obtain both licenses. A separate license is required for each vehicle, trailer, cart, stand, or conveyance used for vending.

SECTION 2 — BEFORE YOU APPLY: WHAT YOU NEED IN HAND

Gather the following before completing your Nomadic Vendor License application:

State & Outside Agency Permits

☐ UBI No. – Washington State business license (UBI number)
☐ Health Permit – Health district permit (required for food or beverage vendors) — contact Benton-Franklin Health District
☐ Food Handler – State-issued food handler permit or food establishment license, if applicable
☐ L&I – Washington State Department of Labor & Industries approval, if applicable to your equipment or operation
☐ Other permits – Any other state or federal license applicable to your goods or services

Vehicle, Conveyance & Equipment Information

☐ Plate No. – License plate number for each vehicle, trailer, or conveyance used for vending
☐ Vehicle desc. – General description of each vehicle, trailer, cart, stand, tent, or conveyance
☐ Equipment – Description of cooking, heating, refrigeration, propane, generators, fire suppression, and sanitation equipment (if applicable)

Insurance

☐ Insurance – Proof of insurance if you plan to operate on City-owned property, or if the City requires it as a condition of approval

Operational Plans

☐ Products/Services – Description of goods, food, beverages, merchandise, or services to be sold
☐ Waste plan – Trash, litter, wastewater, and grease-disposal plan (if applicable to your operation)

Fees

Application and license fees are set by the City's adopted fee schedule. Contact City Hall for current amounts.
☐ App fee – Application fee — due with application submittal
☐ License fee – License fee — due before license is issued

SECTION 3 — NOMADIC VENDOR APPLICATION CHECKLIST

The City will need the following information on your completed application form:

APPLICANT INFORMATION

- Legal name, business name, mailing address, phone number, and email
- Unified Business Identifier (UBI) number
- Description of goods, food, beverages, merchandise, or services to be sold

VEHICLE / CONVEYANCE

- License plate number and general description of each vehicle, trailer, cart, stand, tent, or other conveyance
- A separate license is required for each conveyance — one license cannot cover multiple vehicles or units

REQUIRED PERMITS

- Copies of all required food, health, fire, and state permits — or proof that you have applied for them
- Proof of insurance if operating on City-owned property or if otherwise required

OPERATIONAL PLANS

- Trash, litter, wastewater, and grease-disposal plan (if applicable)

SIGNED CERTIFICATION

Your application must include a signed certification (City-provided form) stating that you understand and agree:

- You may only operate at locations with an approved Mobile Vendor Site Approval Certificate
- You are responsible for confirming site approval is current before operating at each location
- You must comply with the approved site plan and all site-specific conditions
- You must not block required parking, ADA access, fire lanes, pedestrian routes, or driveways
- You must move or cease operations immediately if directed by the City, fire official, law enforcement, or health district
- A false or incomplete certification may result in denial, suspension, or revocation of your license

SECTION 4 — KEY OPERATING RULES ONCE YOU'RE LICENSED

Where You Can Operate

- Only at sites with a current Mobile Vendor Site Approval Certificate posted
- You may move between multiple approved sites under your one license
- NOT on public streets, sidewalks, parks, or public right-of-way unless separately authorized by the City

Display & Transfers

- Display your license conspicuously on your vehicle or conveyance at all times during operation
- License is NOT transferable to another person, business, or vehicle
- Changes to ownership, vehicle, or goods sold require prior City approval

Health, Fire & Safety

- Maintain all health district approvals; provide copies to City upon request
- Comply with fire and safety codes for generators, propane, cooking equipment, and electrical
- No wastewater, grease, or gray water may be discharged onto the ground or into a storm drain
- City may require inspection by fire, building, or code enforcement at any time

Site Standards

- Must not block required parking, fire lanes, ADA access, drive aisles, driveways, or pedestrian routes
- Signs must comply with the City sign code; no signs in the right-of-way unless authorized
- Keep your vending area and surroundings clean and free of trash and debris
- Must operate within the approved vending area shown on the site plan

SECTION 5 — LICENSE TERM, RENEWAL & EXEMPTIONS

License Expiration	Licenses expire December 31 of the year issued, unless an earlier date is stated on the license.
Renewal	Licenses may be renewed if you remain in compliance with PMC Chapter 5.05. The City may request updated application materials at renewal.
Not Transferable	A license is issued to one person/business for one specific vehicle or conveyance. It cannot be transferred or shared.
Who Is Exempt?	Farmers selling their own WA-grown produce, eggs, or farm products; Christmas tree sellers; private event caterers (single, non-recurring events); and vendors operating solely within a City-authorized special event permit area are exempt from this chapter.

SECTION 6 — NOTE FOR PROPERTY OWNERS: MOBILE VENDOR SITE APPROVAL

Vendors do not apply for site approval — property owners do.

Before a licensed nomadic vendor may operate at a property, the property owner (or their authorized agent) must obtain a Mobile Vendor Site Approval Certificate from the City. If you are a vendor looking for an approved location, confirm with the property owner that the site has been approved.

Property owners applying for site approval must submit:

- A site plan showing the proposed vending area, parking, drive aisles, fire lanes, ADA access, utilities, and accessory items
- A parking and circulation statement showing required parking is preserved
- Trash, wastewater, and grease-disposal plan (if applicable)
- Copies of required land use, building, fire, health, or other applicable permits
- Site review fee (per City fee schedule)

The site approval certificate must be posted and visible to the public whenever a vendor is operating. Contact City Hall for the site review application form.

Questions? Contact City Hall

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Applications and forms are available at City Hal or on the city website.

NOTE: This form is subject to public disclosure. This institution is an equal opportunity provider and employer

CITY OF PROSSER

NOMADIC VENDOR LICENSE CERTIFICATE

PMC Chapter 5.05

LICENSE NO.
{{LICENSE_NO}}

This certificate licenses the vendor named below to conduct nomadic/mobile vendor activity in the City of Prosser, subject to PMC Chapter 5.05, the approved scope, and all license conditions. This license does not approve any specific location.

VENDOR AND LICENSE INFORMATION

ISSUE DATE	{{ISSUE_DATE}}	EXPIRATION DATE	{{EXPIRATION_DATE}}	STATUS	{{STATUS}}
BUSINESS NAME	{{BUSINESS_NAME}}	RESPONSIBLE PERSON	{{RESPONSIBLE_PERSON}}	UBI NO.	{{UBI_NO}}
PHONE	{{PHONE}}	EMAIL	{{EMAIL}}	MAILING ADDRESS	{{MAILING_ADDRESS}}
VEHICLE / CONVEYANCE	{{VEHICLE}}	LICENSE PLATE / ID	{{PLATE_ID}}	GOODS / SERVICES	{{GOODS_OR_SERVICES}}
HEALTH / FIRE / STATE PERMITS	{{PERMITS}}	INSURANCE REQUIRED	{{YES_NO_NA}}	APPROVED SCOPE	{{APPROVED_SCOPE}}

NOM- 26

STANDARD LICENSE CONDITIONS

- Valid only at City-approved mobile vendor sites with a posted Mobile Vendor Site Review Certificate.
- Vendor must operate within the approved vending area and comply with the approved site plan and site-specific conditions.
- License must be displayed conspicuously on or within the vehicle, trailer, cart, stand, tent, temporary structure, or conveyance during operation.

SAFETY AND OPERATION REQUIREMENTS

- Do not block required parking, driveways, drive aisles, fire lanes, emergency access, ADA parking/routes, pedestrian access, sight-distance areas, or safe circulation.
- No operation on public property, public streets, sidewalks, alleys, parks, public facilities, or right-of-way unless separately authorized by the City.
- Must comply with applicable health, food-handling, sanitation, fire, building, safety, sign, and City code requirements.

ADDITIONAL CONDITIONS / STAFF NOTES

{{CONDITIONS}}

ISSUED BY	{{ISSUING_OFFICIAL}}	TITLE	{{TITLE}}
SIGNATURE	_____	DATE	{{SIGNATURE_DATE}}

Not transferable. This license is not a property right and may be conditioned, suspended, or revoked as provided by PMC Chapter 5.05.

CITY OF PROSSER
620 Market Street, 1st Floor
Prosser, WA 99350
(509)786-2332 Fax: (509)786-3717

FYI – NOMADIC VENDOR LICENSE

Who this is for: Property owners (or their authorized agents) who want to allow licensed nomadic vendors to operate on their property. Site review approval is required before any licensed vendor may set up at your location.

Important: Site review approval is separate from a vendor license. You obtain site approval — vendors obtain their own licenses. Once your site is approved, any licensed nomadic vendor may operate there under your approval.

SECTION 1 — HOW THE PROCESS WORKS

STEP 1	**Prepare your site plan and supporting documents** Review the submittal checklist in Section 2. Gather all required documents and draw your site plan before coming to City Hall.
STEP 2	**Submit your application and pay the fee** Complete the City's application form, attach all required documents, and pay the mobile vendor site review fee (see current fee schedule). The City will not process an incomplete application or an application without the required fee.
STEP 3	**City reviews your application** The Mayor or designee will approve, approve with conditions, or deny the application. You will be notified in writing. A denial must state the reason.
STEP 4	**Post your Site Approval Certificate** Upon approval, the City issues a Mobile Vendor Site Approval Certificate. You must post it in a window or other location clearly visible to the public whenever a vendor is operating on the site.
STEP 5	**Vendors may operate — and you maintain the site** Licensed nomadic vendors may operate at your approved site. You are responsible for maintaining the site in compliance with the approved site plan and all conditions of approval.

SECTION 2 — SUBMITTAL CHECKLIST

Complete and attach all items below. The City may decline to process your application if any required item is missing.

A. Applicant & Property Information

- ☐ Property owner's full legal name, mailing address, phone number, and email address
- ☐ Property address and parcel number (Assessor's Parcel Number / APN)
- ☐ **Name, mailing address, phone number, and email address of the authorized agent** – If the applicant is not the property owner
- ☐ **Written authorization from the property owner** – If applying as authorized agent — attach signed letter or form
- ☐ **Written authorization from the permanent business occupying the site** – If a business other than the property owner occupies the site

B. Site Plan (required — see Section 3 for drawing guidance)

Your site plan must be drawn clearly and to a reasonable scale. It must show all of the following:

- ☐ Proposed mobile vendor location(s) — including length and width of the vending area
- ☐ Existing buildings and structures on the property
- ☐ Driveways, drive aisles, fire lanes, and points of ingress and egress
- ☐ Customer parking, employee parking, and loading areas — identify any parking spaces that will be displaced
- ☐ ADA-accessible parking spaces and ADA-accessible pedestrian routes to and from the vending area
- ☐ Trash receptacles, grease-disposal areas, and wastewater-disposal areas
- ☐ Generators, propane tanks, fuel sources, and any utility connections (electrical, water, wastewater) planned for vendor use
- ☐ Signs, seating, tents, canopies, tables, or other accessory items expected to be used by vendors
- ☐ Distance from proposed vending area to: buildings, property lines, rights-of-way, driveways, fuel storage, and fuel-dispensing equipment

C. Parking & Circulation Statement

- ☐ Written statement confirming that the proposed vending location will NOT reduce required off-street parking below the minimum required for the permanent use on the site
- ☐ Written statement confirming that the proposed vending location will NOT interfere with safe vehicle or pedestrian circulation

D. Sanitation & Restroom Information

- ☐ **Trash, litter, wastewater, and grease-disposal plan** – If applicable to the type of vendor expected to use the site
- ☐ **Description of restroom availability** – Required if the health district or other regulatory agency requires restroom access for vendors operating at this site

E. Permits & Authorizations

- ☐ Copies of required land use, building, fire, health, state, or other permits applicable to the proposed site — OR proof that you have applied for those permits

F. Application Fee

- ☐ Mobile Vendor Site Review fee — amount set by the City's current fee schedule. Contact City Hall for current fee. Payment must accompany the application.

SECTION 3 — SITE PLAN DRAWING GUIDE

Your site plan does not need to be professionally drafted, but it must be clear, labeled, and drawn to a reasonable scale so City staff can evaluate the proposal. The tips below will help you prepare an acceptable plan.

What to include

- Draw the property outline and label north
- Show all buildings — label their use (e.g., "retail store," "warehouse")
- Show all parking spaces — number them and label accessible spaces with 'ADA'
- Draw all driveways, drive aisles, and fire lanes — label each
- Draw the proposed vending area as a box — label length and width in feet
- Show the distance from the vending area to each nearby building, property line, driveway, and fuel equipment
- Show where trash, grease, and wastewater will be handled
- Mark where any tent, canopy, generator, propane tank, signage, or seating will be placed

Setback minimums to note

The vending area and all equipment must generally be located:

- At least 20 feet from the improved portion of any public right-of-way
- At least 20 feet from the intersection of a public right-of-way and a private driveway
- At least 20 feet from any building on the site or adjoining property (unless the fire official approves a lesser distance)
- At least 50 feet from flammable or combustible liquid or gas storage or dispensing equipment (unless the fire official approves a lesser distance)

Show these distances on your site plan.

Tip: A printed aerial photo from the Benton County Assessor's parcel viewer or Google Maps with hand-drawn labels is a simple and acceptable starting point for many sites. Contact City Hall if you have questions about what your plan needs to show.

SECTION 4 — WHAT THE CITY REVIEWS: APPROVAL CRITERIA

The City may approve your application only if it determines that the proposed site meets all of the following criteria. Review this list before submitting — if your site cannot meet any of these, contact City Hall to discuss before applying.

ZONING & EXISTING APPROVALS

- The vending use is allowed under applicable zoning and land use regulations
- All required property-owner, business-owner, land use, building, fire, health, and state approvals are in place

PARKING, ACCESS & CIRCULATION

- Adequate parking, access, and traffic circulation are provided
- Required off-street parking for the permanent use on the site is NOT reduced
- Public rights-of-way, driveways, drive aisles, fire lanes, emergency access, ADA-accessible parking, ADA-accessible routes, sight-distance areas, and pedestrian access are NOT blocked or interfered with

SITE SPACE & EQUIPMENT

- Adequate space is available for the proposed vending area and all associated items (customer areas, signs, waste receptacles, generators, propane tanks, seating, tables, tents, canopies, etc.)

HEALTH, SANITATION & RESTROOMS

- Adequate trash, litter, wastewater, grease-disposal, and sanitation controls are provided
- Restroom access is available if required by the health district or other regulatory agency

SAFETY & CODE COMPLIANCE

- The site complies with applicable fire, building, health, accessibility, sign, and safety requirements
- The proposed use will NOT create a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, or public safety concern
- The site otherwise complies with PMC Chapter 5.05 and all other applicable laws

SECTION 5 — AFTER APPROVAL: YOUR ONGOING RESPONSIBILITIES

Posting the Certificate

- Post your Mobile Vendor Site Approval Certificate in a window or other location clearly visible to the public at all times when a vendor is operating
- If the site lacks a suitable window or building, post it in another City-approved location visible to customers
- Vendors may NOT operate at your site unless the certificate is posted

Site Maintenance

- Maintain the site in compliance with the approved site plan and all conditions of approval
- Ensure that vendors operating at your site stay within the approved vending area and comply with site-specific conditions
- Site approval may be suspended, revoked, or modified if the site no longer complies with the code or conditions

Conditions of Approval

The City may attach conditions to your site approval. Common conditions include limits on: the approved vending area; the number of vendors allowed at one time; hours of operation; parking arrangements; circulation requirements; signage; trash and sanitation; fire-safety measures; utility connections; restroom access; and site maintenance. Review any conditions carefully before allowing vendors to operate.

SECTION 6 — KEY RULES AT A GLANCE

Who applies?	The property owner, or the property owner's authorized agent. If a separate business occupies the site, that business must also authorize the application.
Is site approval enough?	No. Site approval authorizes the location. Vendors must still obtain their own Nomadic Vendor License from the City before operating.
Vending area limits	Merchandise and customer service items must stay within the approved vending area and, unless otherwise approved, within 15 feet of the vendor's vehicle or conveyance.
Garbage	At least one City-approved garbage receptacle must be available for customer use. The site must be cleared of vendor-related trash at the close of each business day unless otherwise approved.
Signs	Signs must comply with PMC Chapter 18.72. No signs in the public right-of-way unless authorized. One sandwich board sign may be allowed if approved. Any sign requiring a permit must pay the sign permit fee.
Revocation	Site approval is not a property right. The City may suspend, revoke, or modify approval if the site no longer complies with the code, conditions, or other applicable law.

Appeals	A written appeal may be filed with the City Clerk within 10 calendar days of the City's written decision. The appeal must state the decision appealed, specific objections, and the relief requested.
Fee	The site review fee is set by the City's current adopted fee schedule. Contact City Hall for current amounts. Payment is due with the application.

Questions? Contact City Hall

620 Market Street, 1st Floor · Prosser, WA 99350 · (509) 786-2332 · www.cityofprosser.com

Application forms are available at City Hall.

CITY OF PROSSER

MOBILE VENDOR SITE REVIEW CERTIFICATE

PMC Chapter 5.05

SITE CERT. NO.
{{SITE_CERT_NO}}

This certificate confirms that the specific property and location identified below has completed City mobile vendor site review and is approved for mobile vendor operation, subject to the approved site plan and conditions. Each vendor must separately hold the required vendor license.

APPROVED SITE INFORMATION

APPROVAL DATE	{{APPROVAL_DATE}}	REVIEW / EXPIRATION DATE	{{REVIEW_DATE}}	STATUS	{{STATUS}}
SITE ADDRESS	{{SITE_ADDRESS}}	PARCEL NO.	{{PARCEL_NO}}	ZONING	{{ZONING}}
PROPERTY OWNER	{{PROPERTY_OWNER}}	AUTHORIZED AGENT	{{AUTHORIZED_AGENT}}	PERMANENT BUSINESS	{{BUSINESS_ON_SITE}}
APPROVED LOCATION	{{SITE_LOCATION}}	SITE PLAN REF.	{{SITE_PLAN_ID}}	MAX VENDORS	{{MAX_VENDORS}}
OPERATING HOURS	{{AUTHORIZED_HOURS}}	ACCESSORY ITEMS	{{ACCESSORIES}}	UTILITIES / RESTROOM / WASTE	{{UTILITY_WASTE}}

MVSR - OK

POSTING AND SITE APPROVAL REQUIREMENTS

- This certificate must be posted in a window or other City-approved location clearly visible to the public during vendor operation.
- Approval applies only to the property and specific location shown on the approved site plan.
- Site owner/person in control must maintain the site in compliance with the approved site plan and conditions.

SITE SAFETY AND ACCESS CONDITIONS

- Vendor activity must not reduce required off-street parking or interfere with driveways, drive aisles, fire lanes, emergency access, ADA parking/routes, pedestrian access, sight distance, or safe circulation.
- Trash, litter, wastewater, grease disposal, restroom access, generators, propane, signs, seating, and accessory items must remain as approved.
- City may suspend, revoke, or modify approval if the site no longer complies or creates a health, safety, traffic, parking, fire, sanitation, nuisance, accessibility, or welfare concern.

SITE-SPECIFIC CONDITIONS / STAFF NOTES

{{SITE_CONDITIONS}}

ISSUED BY	{{ISSUING_OFFICIAL}}	TITLE	{{TITLE}}
SIGNATURE	_____	DATE	{{SIGNATURE_DATE}}

This is a site approval certificate only. It does not authorize any vendor to operate without the applicable City vendor license.

CITY OF PROSSER
620 Market Street, 1st Floor
Prosser, WA 99350
(509)786-2332 Fax: (509)786-3717

FYI – NOMADIC VENDOR LICENSE

Welcome to Prosser! This handout explains what is required to operate as a Roving Vendor within city limits under PMC Chapter 5.05. A roving vendor moves from place to place and stops only temporarily to make sales — like an ice cream truck or mobile snack cart. Please read all sections before submitting an application.

Not sure which license you need? If you plan to set up and sell from a specific, recurring location, you need a Nomadic Vendor License — not a roving license. Ask City Hall if you are unsure.

SECTION 1 — WHAT IS A ROVING VENDOR?

A roving vendor…

- Sells goods, food, beverages, merchandise, or services from a motorized vehicle, trailer, cart, or other mobile conveyance
- Moves from place to place and stops only temporarily to make sales
- Does NOT operate from a fixed, stationary, or recurring vending location
- Examples: ice cream trucks, mobile snack carts, mobile beverage vendors

A roving vendor is NOT…

- A food truck or cart that sets up at the same spot each day or week
- A vendor that stays at one location for more than one hour
- A vendor that sets up seating, displays, tents, or signs outside the vehicle without City authorization

→ *Those operations require a Nomadic Vendor License and Mobile Vendor Site Review.*

SECTION 2 — BEFORE YOU APPLY: WHAT YOU NEED IN HAND

Gather the following before completing your Roving Vendor License application:

A. State & Outside Agency Permits

☐ Washington State business license (UBI number)
☐ Health district permit – Required if selling food or beverages — contact Benton-Franklin Health District
☐ State food handler permit or food establishment license – If applicable to your operation
☐ Washington State Department of Labor & Industries approval – If applicable to your equipment or operation
☐ Fire approval or inspection – If required for your cooking, propane, or fuel equipment
☐ Any other applicable state or federal license or permit

B. Vehicle & Equipment Information

☐ License plate number for each vehicle, trailer, cart, or conveyance used for vending
☐ Vehicle Identification Number (VIN) – If requested by the City
☐ General description of each vehicle, trailer, cart, or other mobile conveyance
☐ Description of cooking, heating, refrigeration, electrical, propane, fuel, generator, fire-suppression, wastewater, grease-disposal, and sanitation equipment – If applicable

C. Operational Information

☐ Description of goods, food, beverages, merchandise, or services to be sold
☐ Description of your general method of operation – E.g., by route, by customer request, by short temporary stops, or other temporary mobile method
☐ Trash, litter, wastewater, and grease-disposal plan – If applicable to your operation

D. Insurance

☐ Proof of insurance – Required if you plan to operate on City-owned property, or if the City requires it as a condition of approval

E. Fees

Application and license fees are set by the City's adopted fee schedule. Contact City Hall for current amounts.
☐ Roving Vendor License fee — due before the license is issued

SECTION 3 — APPLICATION CHECKLIST

The City will need the following information on your completed application form:

APPLICANT INFORMATION

- Legal name, business name, mailing address, phone number, and email
- Unified Business Identifier (UBI) number, if applicable

GOODS & SERVICES

- Description of goods, food, beverages, merchandise, or services to be sold

VEHICLE / CONVEYANCE

- License plate number and VIN (if requested) for each vehicle, trailer, cart, or conveyance
- General description of each vehicle, trailer, cart, or other mobile conveyance used for vending
- Description of all cooking, heating, refrigeration, electrical, propane, fuel, generator, fire-suppression, wastewater, grease-disposal, and sanitation equipment (if applicable)

REQUIRED PERMITS

- Copies of all required health district, fire, and state permits — OR proof that you have applied for them
- Proof of insurance if operating on City-owned property or if otherwise required

METHOD OF OPERATION

- Description of general method of operation: by route, by customer request, by short temporary stops, or other temporary mobile method
- Trash, litter, wastewater, and grease-disposal plan (if applicable)

SIGNED CERTIFICATION

Your application must include a signed certification (City-provided form) stating that you understand and agree to all of the following:

- A roving license does NOT authorize operation from a fixed, stationary, or recurring vending location
- A roving license does NOT authorize nomadic vendor activity at an approved site — a separate Nomadic Vendor License is required for that
- You may stop only temporarily and may not establish or maintain a fixed vending area, customer seating area, merchandise display area, or other stationary operation
- You will NOT place or maintain seating, tables, tents, canopies, freestanding signs, generators, or merchandise displays outside the vehicle unless expressly authorized by the City
- You will NOT stop, park, stand, or operate in a manner that blocks required parking, driveways, drive aisles, fire lanes, emergency access, ADA access, sidewalks, pedestrian routes, sight-distance areas, or safe circulation
- You will NOT remain at any one location for more than one hour
- You will NOT operate in a manner that creates a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern
- You will comply with all applicable health, fire, food-handling, sanitation, wastewater, grease-disposal, noise, insurance, business licensing, state, and local requirements
- You will immediately move, relocate, or cease operations if directed by the City, fire official, law enforcement, health district, event organizer, or other authorized official
- A false, misleading, or materially incomplete certification may result in denial, suspension, or revocation of your license

SECTION 4 — KEY OPERATING RULES ONCE YOU'RE LICENSED

The 1-Hour Rule

- You may NOT remain at any one location for more than one hour
- After one hour, you must move to a new location
- If you want to stay longer or operate from a recurring spot, you need a Nomadic Vendor License and site review approval — a roving license does not cover that

What You Can't Set Up Outside the Vehicle

- No seating or tables
- No tents or canopies
- No freestanding signs
- No generators
- No merchandise displays

Where You Can't Stop

- Do NOT block required parking spaces
- Do NOT block driveways, drive aisles, or fire lanes
- Do NOT block ADA-accessible parking or accessible routes
- Do NOT block sidewalks, pedestrian pathways, or sight-distance areas
- Do NOT cause customers to queue in a street, fire lane, driveway, or ADA route
- NOT on public streets, in parks, public parking lots, or other public property unless separately authorized by the City

Special Events

- A roving license does NOT authorize you to vend at public events, festivals, markets, parades, or similar gatherings
- To operate at a permitted special event, you must be invited or authorized by the event organizer AND covered under the event's special event permit or other City approval
- You may not park, stand, or vend near an event in a way that interferes with the event, its **parking, pedestrian circulation, traffic control, or emergency access**

Health, Fire & Safety

- Maintain all required health district permits; provide copies to the City upon request
- Comply with fire and safety codes for generators, propane, cooking equipment, and electrical systems
- No wastewater, grease, or gray water may be discharged onto the ground or into a storm drain
- Keep the area around your vehicle clean and orderly at all times
- Remove your vehicle, equipment, and all vendor-related materials when done for the day or when directed

Noise & Sound

- Bells, chimes, music, amplified sound, speakers, loudspeakers, and public address systems may NOT be used to advertise or attract customers in a manner that conflicts with PMC 8.50.080

Display & Transfer

- Display your license conspicuously on your vehicle or conveyance at all times during operation
- License is NOT transferable to another person, business, or vehicle
- Any material change in ownership, vehicle, or goods sold requires prior City approval

When You Must Stop and Move

You must immediately move, relocate your operation, or cease vending if directed to do so by the City, a fire official, law enforcement, the health district, an event organizer, or any other authorized official due to a traffic, parking, pedestrian, accessibility, fire, health, sanitation, nuisance, noise, or public safety concern. Failure to comply may result in suspension or revocation of your license.

SECTION 5 — DENIAL, SUSPENSION, REVOCATION & APPEALS

Grounds for Denial	Incomplete or false application; missing required permits; failure to provide the required certification; proposed activity that would create a traffic, safety, health, or other public concern; unresolved violations or active suspension from a prior license under this chapter.
Grounds for Suspension or Revocation	Fraud or false statements; operating in violation of license conditions or applicable law; creating a public health, safety, fire, traffic, parking, or nuisance concern; failure to maintain required permits; operating at an unauthorized location; stopping at one location for more than one hour; operating during a suspension; two or more civil infractions within any 24-month period.
No Prior Warning Required For…	Operating without a license; blocking fire access or ADA access; creating an immediate traffic hazard; creating an immediate public health or safety hazard; operating during a suspension or after revocation. These may be enforced immediately.
Civil Enforcement	Violations of PMC Chapter 5.05 are civil infractions under PMC Chapter 1.40 and may be issued, adjudicated, and prosecuted accordingly.
Appeals	File a written appeal with the City Clerk within 10 calendar days of the City's written decision. Your appeal must state the decision being appealed, your specific objections, and the relief you are requesting. A timely appeal stays a suspension or revocation unless the City determines continued operation would create an immediate risk to public health, safety, or welfare.

SECTION 6 — QUICK REFERENCE

License expiration	Licenses expire December 31 of the year issued, unless an earlier date is stated on the license.
Renewal	Licenses may be renewed if you remain in compliance with PMC Chapter 5.05. The City may request updated application materials at renewal.
Not transferable	A license is issued to one person or business for one specific vehicle or conveyance. It cannot be shared or transferred.
One license per conveyance	Each vehicle, trailer, or cart requires its own license. Operating both a roving and a nomadic operation requires both license types.
Who is exempt?	Farmers selling their own WA-grown produce, eggs, or farm products; Christmas tree sellers; private event caterers (single, non-recurring events); and vendors operating solely within a City-authorized special event permit area are exempt from this chapter.
Fee	Roving Vendor License fee is set by the City's current adopted fee schedule. Contact City Hall for current amounts.

Questions? Contact City Hall

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Applications and forms are available at City Hal or on the city website.

CITY OF PROSSER

ROVING VENDOR LICENSE CERTIFICATE

PMC Chapter 5.05

LICENSE NO.
{{LICENSE_NO}}

This certificate licenses the vendor named below to operate as a roving vendor in the City of Prosser, subject to PMC Chapter 5.05 and all license conditions. A roving license authorizes temporary mobile sales only; it does not authorize a fixed, stationary, or recurring vending location.

ROVING VENDOR AND VEHICLE INFORMATION

ISSUE DATE	{{ISSUE_DATE}}	EXPIRATION DATE	{{EXPIRATION_DATE}}	STATUS	{{STATUS}}
BUSINESS NAME	{{BUSINESS_NAME}}	RESPONSIBLE PERSON	{{RESPONSIBLE_PERSON}}	UBI NO.	{{UBI_NO}}
PHONE	{{PHONE}}	EMAIL	{{EMAIL}}	MAILING ADDRESS	{{MAILING_ADDRESS}}
VEHICLE / CONVEYANCE	{{VEHICLE}}	LICENSE PLATE / ID	{{PLATE_ID}}	GOODS / SERVICES	{{GOODS_OR_SERVICES}}
METHOD OF OPERATION	{{METHOD}}	HEALTH / FIRE / STATE PERMITS	{{PERMITS}}	INSURANCE REQUIRED	{{YES_NO_NA}}

ROV 26

STANDARD ROVING VENDOR CONDITIONS

- May stop only temporarily to conduct sales and may not remain at one location for more than one hour unless additional City approval is obtained.
- May not establish or maintain a fixed, stationary, recurring, scheduled, seasonal, or long-term vending location under this license.
- May not place or maintain seating, tables, tents, canopies, freestanding signs, generators, merchandise displays, or accessory items outside the vehicle or conveyance unless expressly authorized.

PUBLIC SAFETY AND LOCATION LIMITS

- Do not block or interfere with traffic, parking, sidewalks, driveways, drive aisles, fire lanes, emergency access, ADA access, pedestrian access, sight-distance areas, or safe circulation.
- Operation at public events, special events, parks, public facilities, public parking lots, or other City-controlled property requires separate authorization.
- Vendor must move, relocate, modify operations, or cease operations immediately if directed by the City, fire official, law enforcement, health district, event organizer, or other authorized official.

ADDITIONAL CONDITIONS / STAFF NOTES

{{CONDITIONS}}

ISSUED BY	{{ISSUING_OFFICIAL}}	TITLE	{{TITLE}}
SIGNATURE	_____	DATE	{{SIGNATURE_DATE}}

Not transferable. This license is not a property right and may be conditioned, suspended, or revoked as provided by PMC Chapter 5.05.

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Ordinance Amending PMC 18.72 Sandwich Signs **Item Type:** Action	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Building	Nick Alsbury	Nick Alsbury	(509) 786-2332

Cost of Proposal:	Fund Name and Number:
N/A **Amount Budgeted:** N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Presentation
2. Ordinance No. 26-_____

Summary Statement:

At the May 12, 2026 Regular City Council Meeting, Council was presented with information regarding the City of Prosser's sign code ordinance, specifically as it relates to sandwich board sign requirements. During that discussion, Council directed Staff to bring the item forward again at a future meeting for additional review and direction. Some members of Council also suggested amending the City's fee schedule to reduce the sandwich board sign permit fee from $157.50 to $50.00.

At the June 2, 2026 Council meeting, Council provided additional direction indicating that sandwich board signs should not require a sign permit. Council also directed Staff to clarify the requirements related to sandwich board sign placement, size, and enforcement actions.

Staff is bringing this item forward again to review proposed updates to PMC Chapter 18.72 and receive any additional direction from Council before bringing forward a final ordinance for consideration.

The proposed updates to PMC Chapter 18.72 are intended to make the City's sign regulations easier for the public to understand and easier for Staff to administer and enforce. T

As drafted, compliant sandwich board signs would be allowed without a sign permit and without a permit fee. Sandwich board signs would still be required to meet objective standards, including but not limited to:

- A maximum height of four feet;
- A maximum sign area of nine square feet per sign face;
- A maximum of two sign faces;
- Use of a portable, two-faced A-frame design;
- Placement on the same premises as the associated business, activity, tenant, property, or use;
- Compliance with sidewalk clearance, accessibility, right-of-way, and public safety requirements;
- Removal from the right-of-way when the associated business or activity is closed; and
- Removal or relocation when directed by the City for public safety, accessibility, maintenance, construction, emergency access, special events, or code compliance.

The draft amendments also clarify that sandwich board signs may not obstruct sidewalks, pedestrian routes, wheelchair ramps, accessible routes, crosswalks, entrances, exits, driveways, alleys, fire lanes, emergency access, public parking areas, transit stops, utility access, or sight-distance areas. Signs placed or maintained in violation of the code may be required to be removed, relocated, brought into compliance, or may be subject to civil infraction enforcement.

Based on Council's June 2nd direction, Staff has prepared the draft amendments to remove the permit requirement for compliant sandwich board signs while retaining clear standards for size, placement, maintenance, right-of-way use, and enforcement. Staff is seeking Council discussion and direction regarding whether the proposed amendments adequately address Council's concerns or whether additional revisions should be made before the ordinance is brought forward for formal consideration.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #3: Promote Economic Development & Jobs, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Adopt Ordinance No. 26-_____ amending PMC 18.72 relating to sandwich signs.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Nick Alsbury		Rachel Shaw
Date: Jun 16, 2026	**Date:**	

		Date: Jun 18, 2026

SANDWICH BOARD SIGNS

Nick Alsbury, Building Official

May 12, 2026, City Council Meeting

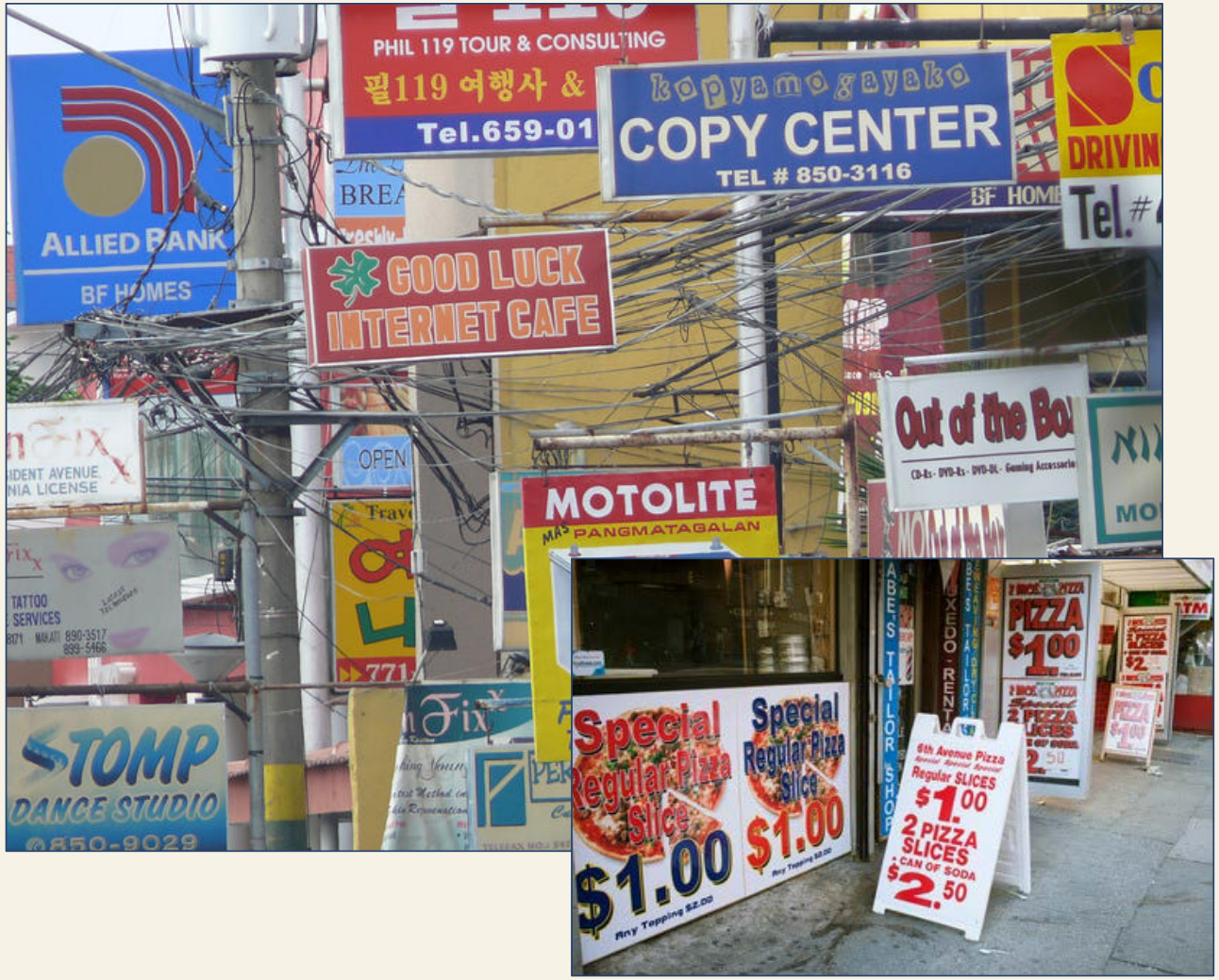
WHAT REGULATIONS EXIST IN THE CITY OF PROSSER?

- PMC Chapter 18.72 applies to various types of signs to include Sandwich Board Signs.
- PMC 18.72.050 permits Sandwich Board Signs to be placed in Agri-Tourism (AT), Commercial (C), Historic Downtown Prosser (HDP), and Industrial (I) zoning, and prohibits placement in Residential (R) zones.
- PMC 18.72.060 permits Sandwich Board Signs to be a maximum of 4 feet in height above grade and a maximum of 9 square feet in size.
    - Must be constructed out of plywood, dimensional lumber, plastic Masonite, or other 'weather resistant material'
    - Must be a 2-faced, A-frame style sign and readily movable (not attached to building or the ground)
    - No additional materials such as paper, balloons, windsocks or similar items may be attached to the sign as to increase the height or width of the sign
    - The sign may not be electrified, illuminated, or have mechanical or moving parts
    - Signs that are placed on the sidewalk must comply with PMC 12.16.030 (Sidewalk Obstructions)
    - Signs must be maintained in good condition
    - PMC 18.72 adopted in 2012, amended in 2016

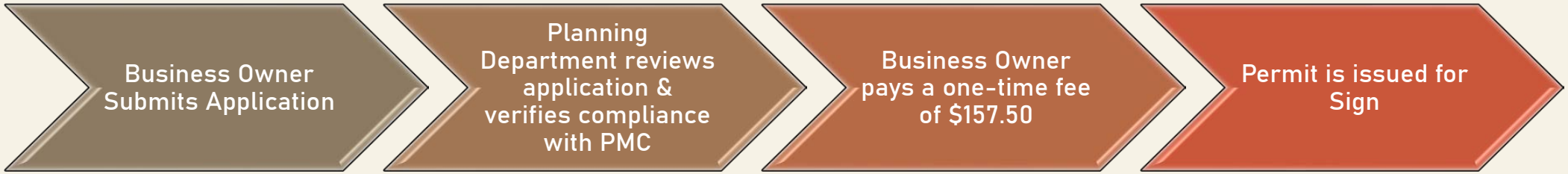
WHY DOES THE CITY HAVE RESTRICTIONS ON SIGNS?

PMC 18.72.010 states the reason & intent for regulating signage throughout the City of Prosser, in summary:

- **Pedestrian Safety:** Prevents signs from blocking sidewalks, creating tripping hazards, or interfere with emergency access.
- **ADA Accessibility Compliance:** Ensure sidewalks remain accessible for people using wheelchairs, walkers, strollers, or those with visual impairments.
- **Traffic Visibility and Safety:** Poorly placed signs can obstruct drivers' sightliness near intersections, crosswalks, or driveways.
- **Maintaining Public Right-of-Way:** Sidewalks are public spaces. They are to remain open and usable for everyone.
- **Preventing Visual Clutter:** Excess signs can overwhelm sidewalks and storefronts, making an area appear disorganized.



WHAT DOES THE PERMITTING PROCESS LOOK LIKE?



* Sandwich Board Sign Permits are issued for a one-time fee that exists for the **lifetime** of the business, with exceptions.. A new application is required when a new business moves into the existing permitted location, or when the previously permitted business relocates to a different building.

WHAT ARE NEIGHBORING JURISDICTIONS DOING?

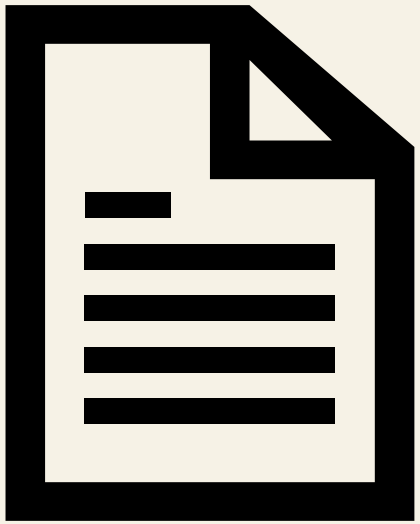
Jurisdiction	Permit Fee	Plan Review Fee	Total	Notes	Municipal Code Section
West Richland	$100.00	$50.00	$150.00	Applies to all signs including sandwich board signs	WRMC 19.04
Kennewick	Based on sign valuation	$64.00	Varies	Applies to all signs including sandwich board signs (i.e. portable signs)	KMC 18.24
Benton City	**N/A**	**N/A**	**N/A**	**Not Regulated**	**N/A**
Grandview	$100.00 (Includes review fee)	N/A	$100.00	Permit Fee & Plan Review Fee are combined. Applies to all signs including sandwich board signs (i.e. portable signs)	GMC 15.16
Prosser	$157.50				

HOW IS THE CITY ADDRESSING SIGNAGE?

Education and Enforcement has been (and continues to be) done City-Wide and both proactively and complaint-based.

HOW ARE WE DOING?

- **October 25, 2024, to April 4, 2026**
  - 65 Sign Related Enforcement Cases Opened
    - 63 cases closed due to voluntarily compliance
    - 2 cases still pending
    - 0 Civil infractions have been issued for non-compliance
  - 19 of 65 Cases were for Sandwich Board Signs
  - 22 Sandwich Board Sign Permits have been issued since 1998



QUESTIONS?

Nick Alsbury, Building Official
nalsbury@ci.prosser.wa.us
(509) 7868210

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26 -

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE CHAPTER 18.72 SIGNS AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY SUMMARY.

WHEREAS, the City Council desires to update Chapter 18.72 of the Prosser Municipal Code to make the City's sign regulations easier for the public to understand and easier for City staff to administer and enforce; and

WHEREAS, the City Council finds that clear standards for the size, location, placement, maintenance, illumination, and permitting of signs are necessary to protect public health, safety, accessibility, traffic visibility, pedestrian movement, and community appearance; and

WHEREAS, the City Council desires to establish clear permitting requirements for sandwich board signs and provide that the applicable permit fee shall be the amount established in the City's approved fee schedule, as may be amended from time to time; and

WHEREAS, the City Council desires to regulate off-premises signs and billboards, preserve lawful nonconforming rights where applicable, and process violations of Chapter 18.72 PMC as civil infractions using an education-to-infraction process intended to encourage voluntary compliance before penalties are issued;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Prosser Municipal Code Chapter 18.72 is hereby amended to read as follows:

18.72.010 General Provisions.

A. **Title.** This chapter shall be known as the Sign Code.

B. **Purpose**. The purpose of this chapter is to protect public health, safety, welfare, property, traffic safety, pedestrian access, accessibility, and community appearance by establishing clear standards for the design, placement, size, height, illumination, maintenance, permitting, and removal of signs visible from outdoors within the city.

C. **Intent.** This chapter is intended to:

1. Allow signs that identify businesses, properties, services, events, and other lawful activities;

2. Reduce sign clutter and visual obstruction;

3. Protect motorists, pedestrians, cyclists, and persons using mobility devices;

4. Preserve visibility of traffic control devices and public safety signs;

5. Maintain safe and accessible sidewalks, rights-of-way, entrances, exits, driveways, and sight-distance areas;

6. Support the character of residential, commercial, industrial, agri-tourism, and historic areas;

7. Provide standards that are clear for the public and enforceable by city staff; and

8. Regulate signs in a content-neutral manner.

D. **Applicability.** This chapter applies to all signs located, erected, placed, displayed, altered, relocated, maintained, or visible from outdoors within the city unless expressly exempted by this chapter or other applicable law.

E. **Other approvals may be required.** Approval under this chapter does not relieve any person from obtaining any other required city, state, or federal permit or approval, including building, electrical, fire, right-of-way, sidewalk use, business license, or land use approvals.

F. **Content neutrality.** This chapter regulates signs based on physical, structural, locational, operational, and safety characteristics. Nothing in this chapter shall be interpreted or applied to regulate a sign based on the viewpoint, idea, or message expressed.

G. **City events and city-authorized events**. Sandwich board signs associated with an event organized, hosted, or co-hosted by the city, or otherwise permitted by the city in writing (such as Prosser Senior Citizen's Club events and Prosser Farmers Market)., may be placed in locations approved by the Public Works Director or designee and are exempt from the premises, business frontage, and hours-of-operation placement limitations in this section, provided that:

1. Placement of the sign is approved by the Public Works Director or designee before the sign is displayed;

2. The sign is displayed only during the time period authorized by the city;

3. The sign does not create a traffic, pedestrian, accessibility, emergency access, maintenance, construction, or public safety hazard;

4. The sign does not obstruct sidewalks, pedestrian routes, wheelchair ramps, accessible routes, crosswalks, driveways, alleys, fire lanes, emergency access, sight-distance areas, traffic control devices, street signs, public signs, or public safety signs;

5. The sign is removed or relocated immediately upon request of the city; and

6. The sign is removed at the conclusion of the event or within the time period specified in the city's written approval, whichever occurs first.

18.72.020 Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

A. **"Abandoned sign"** means a sign located on property that is vacant and unoccupied for four months or more, or a sign associated with a use, business, tenant, activity, or property that has been discontinued for four months or more. A lawful nonconforming off-premises sign or billboard shall not be considered abandoned solely because it does not relate to a use, business, activity, or property located on the premises where the sign is located.

B. **"Awning sign"** means a sign attached to or incorporated into a fixed or retractable awning made of canvas, fabric, metal, wood, or similar material.

C. "**Banner sign"** means a temporary sign made of fabric, vinyl, plastic, or similar flexible material that is attached by one or more edges to a building, pole, frame, or other support.

D. **"Billboard**" means an off-premises sign that is designed, used, or intended to be used for display of copy, advertising, or messages that are unrelated to the premises where the sign is located. A billboard is a type of off-premises sign.

E. **"Blade sign"** means a sign attached to a building or building projection that extends generally perpendicular from the building wall.

F. **"Building facade"** means the exterior wall surface of a building extending from grade to the top of the wall, parapet, or eave, and across the width of that building elevation.

G. **"Canopy sign"** means a sign attached to or incorporated into a canopy or similar freestanding overhead structure.

H. **"City"** means the City of Prosser.

I. **"City Administrator or designee"** means the City Administrator or the city employee, official, consultant, or agent designated to administer or enforce this chapter.

J. **"Electronic message board"** means an electronic sign capable of displaying copy, messages, images, or graphics through electronic means, including light-emitting diodes, fiber optics, plasma displays, digital displays, or similar technology.

K. **"Externally illuminated sign"** means a sign illuminated by a light source located outside the sign and directed toward the sign face.

L. **"Flag"** means a fabric sign attached to a pole or similar support and designed to move naturally by wind.

M. **"Freestanding sign"** means a sign supported by one or more columns, posts, poles, uprights, braces, monument bases, or similar supports and not attached to a building.

N. **"Freeway sign"** means a freestanding sign designed and placed to be visible from Interstate 82 and regulated under this chapter and applicable state law.

O. **“Illuminated sign”** means a sign with internal or external lighting.

P. **“Internally illuminated sign”** means a sign illuminated by a light source located inside the sign face or sign cabinet.

Q. **“Internally illuminated letter sign”** means a sign where individual letters, logos, or symbols are illuminated from within.

R. **“Marquee”** means a roof-like projection over the entrance to a building.

S. **“Marquee sign”** means a sign attached to or incorporated into a marquee.

T. **“Neon sign”** means a sign using luminous tubes or similar lighting technology.

U. **“On-premises sign”** means a sign that directs attention to, identifies, or communicates information regarding a business, use, activity, service, product, event, person, organization, property, location, or matter located, occurring, offered, conducted, sold, produced, manufactured, or available on the same parcel, lot, site, or premises where the sign is located.

V. **“Off-premises sign”** means a sign that directs attention to, identifies, or communicates information regarding a business, use, activity, service, product, event, person, organization, property, location, or matter not located, occurring, offered, conducted, sold, produced, manufactured, or available on the same parcel, lot, site, or premises where the sign is located.

W. **“Parapet**” means the portion of a building wall that extends above the roof.

X. **“Premises”** means the parcel, lot, site, building, tenant space, business location, or unified development site on which a sign is located. For a multi-tenant building, shopping center, business park, or similar unified development, the premises may include the shared site or development area approved by the city.

Y. **“Permit holder”** means the person or entity to whom a sign permit has been issued.

Z. **“Person”** means any individual, business, firm, association, partnership, corporation, organization, public agency, or other legal entity.

AA. **“Reader board”** means a sign with tracks, panels, or similar features that allow manual replacement of letters, numbers, symbols, or other copy.

BB. **“Right-of-way**” means land dedicated, deeded, used, or intended to be used for streets, sidewalks, alleys, pedestrian facilities, utilities, or other public access or transportation purposes.

CC. **“Roof sign”** means a sign located on, above, or attached to a roof, or attached behind a parapet and supported by the roof or parapet.

DD. **"Sandwich board sign"** means a portable, two-faced, self-supporting A-frame sign that is hinged or connected at the top, spread at the bottom, and designed to stand without permanent attachment to a building, structure, sidewalk, right-of-way, or the ground.

EE. **"Sign"** means any object, device, display, structure, or part thereof, visible from outdoors, that is used to identify, display, direct, advertise, or attract attention by words, letters, figures, designs, symbols, fixtures, colors, illumination, projected images, or similar visual means.

FF. **"Sign area"** means the smallest circle, triangle, rectangle, or combination of shapes that encloses the sign face. Supporting structures that do not contain sign copy are not included. For a two-sided sign with back-to-back faces, only one face is counted. If more than one face can be viewed at the same time, all visible faces are counted.

GG. **"Sign face"** means the surface or display area of a sign upon which copy, symbols, graphics, or images are placed.

HH. **"Sign permit"** means written authorization issued by the city allowing a sign to be placed, erected, displayed, altered, relocated, or maintained in accordance with this chapter.

II. **"Temporary sign"** means a nonpermanent sign intended for display for a limited period of time and not permanently attached to a building, structure, sign structure, or the ground.

JJ. **"Very small freestanding sign"** means a freestanding sign not exceeding three feet in height and three square feet in sign area.

KK. **"Wall sign"** means a sign attached parallel to a building wall, painted on a building wall, or located within six inches of a building wall, and located within the limits of the building facade.

LL. **"Window sign"** means a sign placed within, painted on, attached to, or displayed through a window.

18.72.030 Zoning District Abbreviations.

For purposes of this chapter, the following abbreviations apply:

A. "AT" means property zoned agri-tourism district.

B. "C" means property zoned commercial neighborhood district, commercial general district, commercial downtown district except any portion included in HDP, commercial thoroughfare district, commercial professional district, or public facility district.

C. "HDP" means property located in the historic downtown area shown on the city's adopted zoning map or other adopted map identifying the HDP area.

D. "I" means property zoned industrial light district, industrial heavy district, or agri-business district.

E. “R” means property zoned residential rural district, residential low density district, residential manufactured home subdivision, residential manufactured home park district, residential medium density district, residential high density district, steep slope residential district, or urban residential district.

18.72.040 Prohibited Signs.

Except as expressly allowed by this chapter, the following signs are prohibited in all zoning districts:

A. Signs attached to utility poles, streetlights, traffic control devices, traffic control standards, or official public signs, unless placed or authorized by the agency having jurisdiction;

B. Signs attached to trees, rocks, or natural features;

C. Signs that swing, rotate, move, flash, blink, pulse, strobe, or otherwise create a traffic, pedestrian, or public safety hazard, except for flags or signs expressly allowed by this chapter;

D. Signs that obstruct or interfere with traffic control devices, street signs, sight distance, sidewalks, wheelchair ramps, accessible routes, driveways, alleys, fire lanes, emergency access, entrances, exits, windows, or doors;

E. Abandoned signs;

F. Signs containing reflective materials, including foil, mirrors, bare metal, or similar materials, that create hazardous glare or visibility conditions;

G. Roof signs;

H. Signs placed in a street, travel lane, bicycle lane, or public parking space unless expressly authorized by the city;

I. Signs placed on public property or within public right-of-way unless expressly allowed by this chapter, authorized by the city, or authorized by the agency having jurisdiction;

J. Signs that are structurally unsafe, insecurely fastened, deteriorated, or not maintained in good repair; and

K. Signs that violate the adopted building, fire, electrical, accessibility, or construction codes.

L. New off-premises signs, except where expressly allowed by this chapter;

M. New billboards, except where expressly allowed by this chapter;

N. Conversion, enlargement, relocation, reconstruction, or structural alteration of an off-premises sign unless expressly allowed by this chapter or required for ordinary maintenance of a legal nonconforming sign;

O. Conversion of an off-premises sign to an electronic message board, digital display, or other sign with electronically changeable copy, unless expressly authorized by this chapter; and

P. Any sign for which the applicant fails to provide information sufficient for the city to determine whether the sign is an on-premises sign or off-premises sign.

18.72.050 Signs Allowed By Zoning District.

A. The following table identifies sign types allowed in each zoning district.

B. “P” means the sign type is permitted, subject to all applicable standards in this chapter.

C. “NP” means the sign type is not permitted.

D. A sign type listed as permitted may still require a sign permit under PMC 18.72.060.

Sign Type	Zone District				
	AT	C	HDP	I	R
Awning sign	P	P	P	P	NP
Banner sign	P	P	P	P	NP
Blade sign	P	P	P	P	P
Canopy sign	P	P	NP	P	NP
Electronic message board	P	P	NP	P	NP
Externally illuminated sign	P	P	P	P	P
Flag	P	P	P	P	P
Large freestanding sign	P	P	NP	P	NP
Medium freestanding sign	P	P	NP	P	NP
Small freestanding sign	P	P	P	P	NP
Very small freestanding sign	P	P	P	P	P
Freeway sign	P	P	NP	P	NP
Internally illuminated sign	P	P	NP	P	NP
Internally illuminated letter sign	P	P	P	P	NP
Marquee sign	P	P	P	NP	NP
Neon sign	P	P	P	P	NP
Reader board	NP	P	NP	NP	NP

Sign Type	Zone District				
	AT	C	HDP	I	R
Sandwich board sign	P	P	P	P	NP
Temporary sign	P	P	P	P	P
Wall sign	P	P	P	P	P
Window sign	P	P	P	P	P
On-premises	P	P	P	P	P
Off Premises	NP	NP	NP	NP	NP
Billboard	NP	NP	NP	NP	NP

E. If a sign type is not listed in the table, the City Administrator or designee shall determine the most similar sign type based on the sign's physical characteristics, method of attachment, location, size, height, illumination, and duration.

18.72.060 Permit And Dimensional Standards.

A. The following table establishes permit requirements, maximum height, maximum sign area, and basic standards for each sign type.

B. Additional requirements may apply under this chapter or other provisions of the Prosser Municipal Code.

C. A sign permit is not required where the table states "No," but the sign must still comply with all applicable standards.

Sign Type	Permit Required	Maximum Height	Maximum Sign Area	Basic Standards
Awning sign	Yes	Within awning dimensions	20% of building facade	May not be on a building facade facing an alley. May include a blade sign under the awning if the blade sign is under 3 square feet and has at least 8 feet of clearance.
Banner sign	No	May not extend above building facade	25 square feet	One banner per parcel at a time. Display limited to 14 consecutive days in any 90-day period. Must be securely anchored. Not counted toward maximum sign area.
Blade sign	Yes	May not extend more than 10 feet above parapet	24 square feet	Must be set back at least 2 feet from the curb and provide at least 8 feet of sidewalk or grade clearance.
Canopy sign	Yes	Within canopy face	Same as applicable sign type	May not extend above or below the canopy structure.
Electronic message board	Yes	30 feet	100 square feet	Subject to PMC 18.72.075. Site review required. Conditional use permit required if within 500 feet of an R district.
Externally illuminated sign	Yes	Same as underlying sign type	Same as underlying sign type	Overlay standard. Site review required unless located in a window. Not allowed where illumination is prohibited.

Sign Type	Permit Required	Maximum Height	Maximum Sign Area	Basic Standards
Flag	No	35 feet	100 square feet	No more than 3 flags per parcel.
Large freestanding sign	Yes	30 feet	100 square feet	One per parcel, except where a freeway sign is also allowed. Must be set back at least 15 feet from buildings and 5 feet from right-of-way. Site review required.
Medium freestanding sign	Yes	8 feet	40 square feet	No more than 4 per parcel without conditional use permit. Not counted toward maximum sign area.
Small freestanding sign	No	3 feet	6 square feet	Not allowed in R districts. No more than 12 per nonresidential parcel without conditional use permit. Not counted toward maximum sign area.
Very small freestanding sign	No	3 feet	3 square feet	Allowed in all districts. No more than 4 per parcel in R districts. Not counted toward maximum sign area.
Freeway sign	Yes	100 feet	See subsection D	Must comply with PMC 18.72.076 and applicable WSDOT requirements. Site review required.
Internally illuminated sign	Yes	Same as underlying sign type	Same as underlying sign type	Overlay standard. Site review required. Not allowed where illumination is prohibited.
Internally illuminated letter sign	Yes	Same as underlying sign type	Same as underlying sign type	Overlay standard. Site review required if within 300 feet of an R district unless located in a window.

Sign Type	Permit Required	Maximum Height	Maximum Sign Area	Basic Standards
Marquee sign	Yes	Within marquee face	20% of building facade	May not extend above or below the marquee.
Neon sign	Yes, unless in window	May not extend above building facade	10% of building facade	Site review required if within 300 feet of an R district unless located in a window.
Reader board	Yes	6 feet	32 square feet	Changing removable letters or panels does not require a new permit.
Sandwich board sign	No	4 feet	9 square feet per face	Subject to PMC 18.72.065. Not counted toward maximum sign area. Must be removed, relocated, or brought into compliance when directed by the city.
Temporary sign	No	10 feet	32 square feet	Subject to PMC 18.72.070. Not counted toward maximum sign area.
Wall sign	Yes	May not extend above building facade	20% of building facade	Must be attached parallel to, painted on, or located within 6 inches of the building wall.
Window sign	No	Within window	No maximum unless otherwise stated	Must be contained within or on a window. Not counted toward maximum sign area.

Sign Type	Permit Required	Maximum Height	Maximum Sign Area	Basic Standards
On-premises sign	Same as underlying sign type	Same as underlying sign type	Same as underlying sign type	Must comply with all standards for the applicable sign type.
Off-premises sign	Not applicable	Not applicable	Not applicable	New off-premises signs are prohibited unless expressly allowed by this chapter. Existing lawful off-premises signs are subject to PMC 18.72.120.
Billboard	Not applicable	Not applicable	Not applicable	New billboards are prohibited unless expressly allowed by this chapter. Existing lawful billboards are subject to PMC 18.72.120.

D. Freeway sign area. Freeway signs are subject to the following maximum sign area:

1. Less than 30 feet in height: 100 square feet;

2. 30 feet to 50 feet in height: 200 square feet;

3. 51 feet to 80 feet in height: 300 square feet;

4. 81 feet to 100 feet in height: 400 square feet; or

5. 81 feet to 100 feet in height: 475 square feet if the sign owner records a deed restriction relinquishing the right to a second freestanding sign on the parcel.

18.72.065 Sandwich Board Signs.

A. Allowed without permit. A sandwich board sign is allowed without a sign permit if it complies with this section and all other applicable requirements of this chapter.

B. No fee. No sign permit fee is required for a sandwich board sign that complies with this section. This subsection does not limit the city's ability to recover costs, charge impound fees, or assess civil penalties for signs placed, displayed, maintained, removed, or impounded in violation of this chapter.

C. Maximum size. A sandwich board sign must comply with the following size limits:

1. Maximum height: four feet;

2. Maximum sign area: nine square feet per sign face;

3. Maximum number of sign faces: two; and

4. No attachments may be added to increase the sign's height, width, area, movement, or visual effect.

D. Design and materials. A sandwich board sign must comply with the following design and material standards:

1. The sign must be a two-faced A-frame style sign;

2. The sign must be portable and readily movable by one person;

3. The sign must be made of durable, weather-resistant material, including wood, plastic, metal, composite material, chalkboard material, whiteboard material, or similar material;

4. The sign must be stable, upright, and weighted or constructed to resist tipping under normal weather conditions;

5. The sign may not be permanently attached to a building, structure, sidewalk, right-of-way, utility pole, streetlight, traffic control device, tree, fence, bench, trash receptacle, planter, or the ground;

6. The sign may not be electrified, illuminated, animated, digital, or equipped with mechanical or moving parts; and

7. Balloons, streamers, windsocks, papers, flags, banners, lights, inflatable devices, or similar attachments may not be attached to the sign.

E. Placement. A sandwich board sign must comply with the following placement standards:

1. The sign may be placed only on the same premises as the business, activity, tenant, property, or use associated with the sign;

2. The sign may not be placed in a street, vehicle travel lane, bicycle lane, public parking space, driveway, alley, fire lane, loading area, or landscaped area within the public right-of-way;

3. The sign may not obstruct sidewalks, pedestrian routes, wheelchair ramps, accessible routes, crosswalks, entrances, exits, driveways, alleys, fire lanes, emergency access, public parking areas, transit stops, benches, trash receptacles, utility access, or sight-distance areas;

4. A sign placed on a sidewalk must comply with PMC 12.16.030 and must maintain all required pedestrian clearance;

5. The sign may not be placed in a location that creates a traffic, pedestrian, accessibility, emergency access, or public safety hazard;

6. The sign may not block or interfere with any official traffic control device, street sign, public sign, or public safety sign; and

7. The sign must be removed or relocated upon direction of the city when necessary for public safety, accessibility, maintenance, construction, emergency access, special events, or compliance with law.

F. Right-of-way placement. A sandwich board sign may be placed on a sidewalk or within city-controlled right-of-way only if all of the following requirements are met:

1. The sign complies with this section;

2. The sign complies with PMC 12.16.030 and all applicable pedestrian clearance requirements;

3. The sign is located directly adjacent to the business, activity, tenant, property, or use associated with the sign, unless otherwise authorized by the city;

4. The sign is displayed only during the hours the associated business or activity is open to the public, unless otherwise authorized by the city;

5. The sign is removed from the right-of-way when the associated business or activity is closed;

6. The sign does not interfere with city maintenance, construction, snow removal, emergency response, special events, or other public operations; and

7. The sign is removed or relocated immediately upon request of the city.

G. Number of signs. Unless otherwise approved by the City Administrator or designee due to site layout, multiple street frontages, shared tenant spaces, or similar conditions, no more than one sandwich board sign may be displayed for each business frontage.

H. Maintenance. A sandwich board sign must be maintained in good repair and in a clean, stable, safe, and upright condition. A sign that is damaged, deteriorated, unsafe, unstable, abandoned, or no longer in compliance with this section must be repaired, removed, or brought into compliance.

I. No vested right. Allowing sandwich board signs without a permit does not create a property right, vested right, or exclusive right to maintain a sign in a particular location. The city may require relocation or removal of a sandwich board sign as provided in this chapter.

J. Violation. Placement, display, or maintenance of a sandwich board sign in violation of this section is unlawful and is a civil infraction. Violations shall be enforced under PMC 18.72.160. The city may also remove or impound a sandwich board sign under PMC 18.72.170 when authorized by this chapter.

18.72.070 Temporary Signs.

A. Permit not required. A temporary sign does not require a sign permit unless another provision of the Prosser Municipal Code requires one.

B. Private property. Temporary signs may be placed on private property if they comply with the following:

1. No temporary sign may exceed 10 feet in height;

2. No temporary sign may exceed 32 square feet in sign area;

3. The total area of all temporary signs on one parcel may not exceed 64 square feet;

4. No more than 20 temporary signs may be located on one parcel at one time;

5. No temporary sign may be displayed for more than 45 consecutive days in any 90-day period;

6. Temporary signs may not be illuminated, electrified, animated, or equipped with moving parts; and

7. Temporary signs must be removed when the allowed display period ends.

C. Public property and right-of-way. Temporary signs may not be placed on public property or within public right-of-way unless allowed by this chapter, authorized by the city, or authorized by the agency having jurisdiction.

D. Temporary signs in city-controlled right-of-way. A temporary sign may be placed within city-controlled right-of-way only if all of the following requirements are met:

1. The sign complies with the size, height, duration, and placement standards of this chapter;

2. The sign does not obstruct vehicle, bicycle, or pedestrian travel;

3. The sign does not obstruct sidewalks, wheelchair ramps, accessible routes, crosswalks, driveways, alleys, fire lanes, emergency access, or sight-distance areas;

4. The sign is not attached to a utility pole, streetlight, traffic control device, official public sign, tree, rock, or public structure;

5. If the right-of-way is maintained by an adjacent private property owner, the person placing the sign obtains the adjacent property owner’s consent before placing the sign;

6. If sign posts or supports will be placed more than 12 inches below grade, the person placing the sign must obtain a utility locate before installation and may not place the sign where an underground utility is located; and

7. The sign is removed at the end of the allowed display period or upon direction of the city.

E. Immediate removal. The city may immediately remove a temporary sign located on public property or within right-of-way if the sign creates a traffic, pedestrian, accessibility, emergency access, maintenance, construction, or public safety hazard.

18.72.075 Electronic Message Boards.

A. An electronic message board requires a sign permit and site review.

B. An electronic message board may not change messages or images more frequently than once every 15 seconds.

C. Messages and images may not scroll, flash, pulse, blink, rotate, expand, change size, or otherwise move.

D. An electronic message board may not emit a solid green light or be of such brightness, color, or intensity as to create a hazard for the traveling public.

E. An electronic message board may not be located on a building facade facing an alley.

F. An electronic message board may be part of a freestanding sign if it complies with the standards for freestanding signs.

G. A conditional use permit is required if the electronic message board will be located within 500 feet of an R zoning district.

18.72.076 Freeway Signs.

A. A freeway sign requires a sign permit and site review.

B. A freeway sign may only be located within 400 feet of the edge of the Interstate 82 right-of-way.

C. On a property with a freeway sign, one secondary freestanding sign is permitted.

D. The sign must comply with Chapter 47.42 RCW, as now enacted or later amended.

E. City approval of a freeway sign is subject to approval by the Washington State Department of Transportation when WSDOT approval is required. Any change required by WSDOT shall be incorporated into the city's sign permit.

18.72.077 Off-Premises Signs And Billboards.

A. New off-premises signs prohibited. New off-premises signs are prohibited unless expressly allowed by this chapter or required to be allowed by state or federal law.

B. New billboards prohibited. New billboards are prohibited unless expressly allowed by this chapter or required to be allowed by state or federal law.

C. Existing lawful off-premises signs. An off-premises sign or billboard that lawfully existed before the effective date of the ordinance adopting this section may remain only as a legal nonconforming sign under PMC 18.72.120.

D. No expansion or relocation. A legal nonconforming off-premises sign or billboard may not be enlarged, relocated, converted to another sign type, converted to an electronic message board or digital display, structurally altered, or reconstructed except as expressly allowed by this chapter.

E. Maintenance allowed. Ordinary maintenance and repair of a legal nonconforming off-premises sign or billboard is allowed if the maintenance or repair does not increase the sign area, height, illumination, degree of nonconformity, or structural nonconformity of the sign.

F. Loss of legal nonconforming status. A legal nonconforming off-premises sign or billboard loses its legal nonconforming status if:

1. The sign is abandoned;

2. The sign is removed;

3. The sign is relocated;

4. The sign is enlarged;

5. The sign is converted to an electronic message board or digital display;

6. The sign is structurally altered in a way that increases or extends its useful life beyond ordinary maintenance and repair;

7. The sign is damaged or destroyed to the extent that repair or replacement would constitute reconstruction under applicable building code standards; or

8. The sign is discontinued for a period of 12 consecutive months.

G. Change of copy. Changing the copy or message on a legal nonconforming off-premises sign does not, by itself, cause loss of legal nonconforming status, provided the sign is not otherwise enlarged, relocated, converted, reconstructed, or altered in violation of this section.

H. Substitution of noncommercial message. A noncommercial message may be substituted for any other message on a lawful sign, provided the sign structure and sign display comply with all applicable non-content-based requirements of this chapter.

I. State and federal law. Off-premises signs visible from state or federal highways may also be subject to state or federal outdoor advertising laws, including Chapter 47.42 RCW and applicable WSDOT regulations. The city’s approval of any sign does not waive or replace any required state or federal approval.

J. Permit application review. The city may require any sign permit applicant to provide information showing whether the proposed sign is on-premises or off-premises. The applicant shall certify that the information provided is true and correct.

K. Violation. Placement, display, maintenance, enlargement, relocation, reconstruction, or conversion of an off-premises sign or billboard in violation of this section is a violation of this chapter and shall be enforced under PMC 18.72.160.

18.72.080 Maximum Sign Area.

A. Unless otherwise stated in this chapter, the total sign area for all signs located on a building or parcel may not exceed 20 percent of the largest single building facade facing a public street.

B. For purposes of this section, an alley is not a street.

C. The following signs are not included when calculating maximum sign area under this section:

1. Freestanding signs;
2. Freeway signs;
3. Sandwich board signs;
4. Temporary signs;
5. Window signs;
6. Flags;
7. Very small freestanding signs; and
8. Any other sign expressly excluded by this chapter.

18.72.090 Historic Downtown Pedestrian District Guidelines.

A. The following guidelines apply in the HDP district and are intended to encourage signs that support the historic, pedestrian-oriented character of downtown.

B. Signs in the HDP district should:

1. Contribute to the pedestrian-oriented character of the district;
2. Be designed to complement the historical character of the district;
3. Avoid covering architectural features;
4. Be centered or otherwise located in a manner compatible with the building design;
5. Use the minimum number of signs reasonably necessary;

6. Use the smallest sign area reasonably necessary;

7. Avoid unnecessary visual clutter;

8. Avoid placement in alleys where practical; and

9. Complement window displays when placed in or on windows.

C. Externally illuminated signs and neon signs are encouraged in the HDP district when consistent with this chapter.

D. Blade signs in the HDP district should not exceed two square feet for each 10 linear feet of building facade height.

E. These guidelines do not authorize a sign that is otherwise prohibited by this chapter.

18.72.100 Content Neutrality And Message Substitution.

A. Nothing in this chapter shall be interpreted or applied to regulate the content, message, or viewpoint of any sign.

B. The city's review of sign permits shall be limited to objective standards, including sign type, size, height, number, location, materials, illumination, movement, structural safety, maintenance, zoning district, right-of-way impacts, accessibility, sight distance, and other non-content-based requirements.

C. A noncommercial message may be substituted for any commercial message, and one noncommercial message may be substituted for another noncommercial message, on any sign allowed by this chapter, provided the sign structure and sign display comply with all applicable non-content-based standards.

D. If any provision of this chapter is found to impermissibly regulate sign content, message, or viewpoint, the provision shall be severed or interpreted to the maximum extent possible to preserve the city's lawful regulation of sign size, height, location, structure, illumination, movement, duration, safety, accessibility, and maintenance.

18.72.110 Variances.

A. A person may request a variance from this chapter in accordance with PMC 18.75.080.

B. A variance may not be used to allow a sign prohibited by PMC 18.72.040 unless the variance criteria are satisfied and the approval is consistent with applicable law.

18.72.120 Nonconforming Signs.

A. Legal nonconforming signs. A sign that lawfully existed before the effective date of the ordinance adopting or amending this chapter, but that does not comply with current standards, is a legal nonconforming sign if:

1. The sign was covered by a valid sign permit when a permit was required; or

2. No sign permit was required at the time and the sign complied with applicable law when established.

B. Loss of legal nonconforming status. A legal nonconforming sign loses its legal nonconforming status if:

1. The sign is altered in a way that increases its nonconformity;

2. The sign is relocated;

3. The sign is replaced; or

4. The sign is abandoned.

C. Maintenance allowed. Ordinary maintenance and repair do not cause a legal nonconforming sign to lose its status, provided the maintenance or repair does not increase the nonconformity.

D. Unsafe signs. Nothing in this section prevents the city from requiring repair or removal of a sign that is unsafe, damaged, deteriorated, abandoned, or otherwise dangerous.

E. Legal nonconforming off-premises signs and billboards. In addition to the requirements of this section, legal nonconforming off-premises signs and billboards are subject to PMC 18.72.077. If there is a conflict between this section and PMC 18.72.077, the more restrictive provision applies.

18.72.130 Sign Permits, Applications, And Fees.

A. Permit required. Unless exempt, no sign governed by this chapter may be erected, altered, placed, displayed, relocated, or maintained without a sign permit issued by the city.

B. Application forms. Applications shall be submitted on forms provided by the City Administrator or designee.

C. Application materials. Unless modified or waived by the City Administrator or designee because the information is not needed to determine compliance, a sign permit application must include:

1. A completed application form;

2. Applicant name and contact information;

3. Property owner or tenant authorization;

4. Site address or sign location;

5. Site plan, sketch, or photograph showing the proposed sign location;

6. Drawing, photograph, or description of the sign showing dimensions, sign area, height, materials, illumination, and construction details;

7. Information showing compliance with sight-distance, clearance, accessibility, and right-of-way requirements, where applicable; and

8. Any other information reasonably necessary to determine compliance.

9. A statement identifying whether the proposed sign is an on-premises sign or an off-premises sign, together with information sufficient for the city to verify the classification.

D. Fees. The applicant shall pay the applicable permit fee established in the city's adopted fee schedule. No permit shall be issued until the required fee has been paid.

E. Permit decisions. Permit decisions shall be based on the objective standards in this chapter and other applicable provisions of the Prosser Municipal Code.

F. Permit conditions. The city may impose conditions necessary to ensure compliance with this chapter, protect public safety, preserve accessibility, protect sight distance, or coordinate right-of-way use.

G. Permit suspension or revocation. A sign permit may be suspended or revoked if:

1. The sign violates this chapter;

2. The sign violates permit conditions;

3. The application contained materially incorrect information;

4. Required fees were not paid;

5. The sign creates a public safety, accessibility, sight-distance, or right-of-way hazard; or

6. The sign is abandoned, unsafe, damaged, or not maintained.

H. Public inspection. Sign permit applications and issued permits shall be available for public inspection consistent with applicable public records laws.

I. Applicant certification. The applicant shall certify that the sign is not an off-premises sign unless the applicant is seeking approval for a sign expressly allowed by this chapter or required to be allowed by state or federal law. The city may deny a sign permit if the applicant fails to provide information sufficient to determine whether the sign is on-premises or off-premises.

18.72.140 Requirements Applicable To All Signs.

A. Adopted codes. Signs must comply with the building, fire, electrical, accessibility, and construction codes adopted by the city, as now enacted or later amended.

B. Illumination. Illumination from or upon any sign must be located, shaded, shielded, directed, or reduced to avoid undue brightness, glare, or reflection on surrounding property and to avoid unreasonably distracting motorists, cyclists, or pedestrians.

C. Maintenance. Signs must be maintained in a safe, secure, clean, upright, and good condition.

D. Repair or removal. If a sign is unsafe, insecurely fastened, deteriorated, abandoned, or otherwise dangerous, the owner, occupant, permit holder, or person responsible for the sign must repair or remove the sign within the time stated in a notice issued by the city.

E. Obstruction prohibited. Signs may not obstruct any door, window, exit, fire lane, fire access route, driveway, alley, sidewalk, pedestrian route, wheelchair ramp, accessible route, sight-distance area, or area open to public travel.

F. Landscaping or barriers. Freestanding signs and freeway signs must include landscaping or a barrier at the base to prevent vehicles from striking the sign-supporting structure and to improve the appearance of the installation. The area must extend at least six feet in all directions around the base of the sign. Required landscaping or barriers must be installed within 60 days after sign installation unless the city grants a written extension.

G. Inspection. The city may inspect signs for compliance with this chapter. Inspections shall be conducted during reasonable hours and in a lawful manner. Where required by law, the city shall obtain consent, an inspection warrant, or other lawful authorization before entering areas not open to the public, except in an emergency or other circumstance authorized by law.

H. More restrictive standard applies. If two provisions of this chapter apply to the same sign and conflict, the more restrictive provision applies unless otherwise expressly stated.

18.72.150 Reserved.

18.72.160 Administration And Enforcement.

A. Administration. The City Administrator or designee is responsible for administering this chapter and may adopt forms, checklists, procedures, and administrative rules to implement this chapter, consistent with Chapter 2.115 PMC.

B. Enforcement authority. The Building Official, Code Enforcement Officer, City Administrator, or designee may enforce this chapter.

C. Civil infraction. The violation of, or failure to comply with, any provision of this chapter is unlawful and is designated as a civil infraction.

D. Civil process. Violations of this chapter shall be processed under Chapter 1.40 PMC and Chapter 7.80 RCW, as applicable.

E. No misdemeanor penalty. A violation of this chapter shall not be punishable by imprisonment. Repeat violations may be treated as repeat civil infractions but shall not be converted to misdemeanors under this chapter.

F. Separate violations. Each day a violation continues after notice has been issued and the required correction period, if any, has expired may be treated as a separate civil infraction.

G. Responsible persons. The city may enforce this chapter against any person responsible for a violation, including the sign owner, permit holder, property owner, tenant, business owner, person placing the sign, person benefiting from the sign, or any person who causes, allows, maintains, or fails to correct the violation.

H. Voluntary correction. The city may seek voluntary correction before issuing a notice of civil infraction where reasonable and appropriate. The city is not required to seek voluntary correction before issuing a civil infraction if:

1. An emergency exists;

2. The violation creates a safety, traffic, accessibility, or right-of-way hazard;

3. The violation is a repeat violation;

4. The violation cannot be corrected;

5. The sign is located in public right-of-way without authorization; or

6. The responsible person knew or reasonably should have known the sign violated this chapter.

I. Other civil remedies. In addition to issuing a civil infraction, the city may pursue any lawful civil remedy, including permit suspension, permit revocation, removal, impoundment, abatement, recovery of costs, or injunctive relief.

18.72.170 Removal And Impoundment Of Unlawful Signs.

A. Removal authorized. The city may remove or require removal of any sign placed, displayed, or maintained in violation of this chapter.

B. Immediate removal. The city may immediately remove a sign without prior notice if the city determines that the sign:

1. Creates a traffic, pedestrian, accessibility, emergency access, maintenance, construction, or public safety hazard;

2. Is located in a street, travel lane, bicycle lane, public parking space, sidewalk, wheelchair ramp, accessible route, or other location where immediate removal is necessary;

3. Is attached to a utility pole, streetlight, traffic control device, official public sign, tree, public structure, or other prohibited location;

4. Interferes with city maintenance, construction, emergency response, or special event operations; or

5. Is abandoned, unsafe, damaged, or structurally unstable.

C. Notice where practical. When immediate removal is not necessary, the city may provide notice and a reasonable opportunity to correct the violation before removing or impounding a sign.

D. Impoundment. A sign removed by the city may be impounded. The owner or responsible person may reclaim an impounded sign upon proof of ownership or responsibility and payment of applicable impound, storage, administrative, or other fees established in the city's adopted fee schedule.

E. Disposal. If an impounded sign is not claimed within 30 days after removal, the city may dispose of the sign. The city is not required to retain a sign that is unsafe, perishable, valueless, damaged beyond repair, or impracticable to store.

F. Appeal. A person aggrieved by sign impoundment may appeal in the manner established by Chapter 1.40 PMC or other applicable city procedure. Any appeal fee shall be as established in the city's adopted fee schedule.

G. Other remedies preserved. Removal or impoundment does not limit the city's authority to issue a civil infraction, recover costs, revoke a permit, require abatement, or pursue any other civil remedy authorized by law.

18.72.990 Severability.

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter is held invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase, or word of this chapter.

Section 2. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 4. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2026.

_____
MAYOR GARY VEGAR

[ ] APPROVE
[ ] VETO

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26 -

of the City of Prosser, Washington

On the _____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. 26 - _____ . A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE CHAPTER 18.72 SIGNS AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
JACQUELINE RENTERIA, CITY CLERK

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	**Meeting Date:**
Ordinance Updating the Master Fee Schedule **Item Type:** Action	June 23, 2026 Regular City Council Meeting

Department:	**Director:**	**Contact Person:**	**Phone Number:**
Finance	Toni Yost	Toni Yost	509786-2332

Cost of Proposal:	**Fund Name and Number:**
N/A **Amount Budgeted:** N/A	N/A

Reviewed by Finance Department:

TY 06/16/2026

Attachments to Agenda Packet Item:

1. Draft Ordinance, highlighted to reflect proposed changes.

Summary Statement:

Attached for Council's consideration is an update to the City's adopted fee schedule. This update includes the following amendments:

- **Sandwich Signs - Page 14** - $0 - no permit required - this aligns with action proposed to Council separately on this agenda and previous Council direction to remove the requirement for a sandwich sign permit and instead focus on education and enforcement of sign regulations such as proper placement.
- **Nomadic Vendors - Mobile Site Review - Roving Vendors - Page 16 -** The proposed updates again align with previous council direction and ordinance found separately on this agenda. Licenses for Nomadic and/or Roving Vendors will be for one year, expiring on December 31st while the Mobile Site Review Fee will be active until either the use of business or property changes.
- **Special Event Permit - Public Works Support and City Notification - Page 23** - Council requested that options we added to the fee schedule to allow event organizers to request the city's assistance with the notification of property owners of events and to provide for the placement and removal of barricades. These costs have been calculated and will be assigned to permits as requested, based upon the number of

intersections or notices required. It is important to note that because these additional options represent an additional cost to the city which can be directed connected to the event, the proposed update to the fee schedule does not include a discount for non-profit or city sponsored events.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #2: Financial Sustainability, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Adopt Ordinance No. 26-_____ amending the City's Master Fee Schedule.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Toni Yost		Rachel Shaw
Date: Jun 16, 2026	**Date:**	**Date:** Jun 18, 2026

CITY OF PROSSER
Washington

Master Fee Schedule

Note: The Fee Schedule was last amended on March 10, 2026 (Ordinance 26-3304). Not all city fees may be reflected in this document. Some fees may be found within the Prosser Municipal Code. Fees listed in adopted Ordinances take precedence over any differences found within this document.

March 10, 2026

FEE SCHEDULE

Fee Schedule **Page**

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MASTER FEE SCHEDULE

Schedule A – Building Department

Please Note: Some fees in the Building Schedule may be affected by the *Affordable Housing Incentive.* For more information, please contact the Department.

Description	Fee and or Deposit	Reference PMC
Building Permit	Tech Fee + WA State Fee + Fees for building permits, fire suppression systems, and related inspections shall be as set forth in Table 1-A from the 1997 Uniform Building Code as published by the International Code Council, Inc. The valuation of construction used shall be based on the "Building Valuation Data" as published in the Building Safety Journal by the International Code Council, Inc., or shall be as determined by the Building Official to reflect the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.	PMC 15
Building Valuation (Other)	Building valuations not covered under International Code Council's "Building Valuation Data" are determined as follows: • Alterations / Remodels - 25% of Building Valuation Data (based on sq. ft. the work area) • Carports or Patio Covers (Concrete and/or wood deck) - $28.00 per sq. ft. • Decks - $15.00 per sq. ft.	PMC 15
Manufactured Home Permits	Tech Fee + Fees for manufactured homes shall be based upon one half of the value of the manufactured home and the total value of site improvements; that value shall be basis for issuing a permit the fee for which shall be as set forth in Table 1-A from the 1997 Uniform Building Code as published by the International Code Council, Inc. The valuation of construction used shall be based on the "Building Valuation Data" as published in the Building Safety Journal by the International Code Council, Inc., or shall be as determined by the Building Official to reflect the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.	PMC 15

Description	Fee and or Deposit	Reference PMC
Mechanical – Commercial	Tech Fee +Fees for mechanical permits and related inspections shall be as set forth in Table 1-A of the 1997 Uniform Mechanical Code as published by the International Conference of Building Officials, Inc., *except that the base fee or permit issuance fee shall be established as $50.* Additionally, mechanical work associated with a current and active building permit shall be a part of that permit fee. Fees for review and examination of mechanical plans and/or construction data shall be calculated at twenty-five percent (25%) of the mechanical permit fee as set forth in Table 1-A, except that mechanical plans associated with a submittal of building plans shall be paid with the plan review fee associated with the building permit. Additional plan review required by changes, additions, corrections, or revisions to the plans after completion of the plan review or after issuance of the permit shall be required to pay a fee as shown in item 4 of Table 1-A of the 1997 Uniform Building Code except for mechanical work associated with a building permit shall be paid with the additional plan review fee associated with the building permit.	
Mechanical – Residential	$75.00 + Tech Fee	
Plan Review Fee	Tech Fee +Fees for review and examination of required construction plans and/or construction data shall be calculated at sixty-five percent (65%) of the building permit fee as set forth in Table 1-A from the 1997 Uniform Building Code as published by the International Code Council, Inc. These plan review fees shall be in addition to the building permit fee and shall be payable at the time of first submittal of plans together with a completed application for a building permit. Additional plan review required by changes, additions, corrections, or revisions made to the plans after completion of the plan review or after issuance of the building permit shall be required to pay a fee as shown in item (4) of Table 1-A.	

Description	Fee and or Deposit	Reference PMC
Plan Review by Outside Agency/Vendor	Actual Cost incurred + Billing Fee	
Plumbing (All Commercial & Residential other than appliance installation)	Tech Fee +Fees for plumbing permits and related inspections shall be as set forth in Table 1-1 of the 1997 Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials, Inc., *except that the base fee or permit issuance fee shall be established as $50.* Additionally, plumbing work associated with a current and active building permit shall be a part of that permit fee. Fees for review and examination of plumbing plans and/or construction data shall be calculated at twenty-five percent (25%) of the plumbing permit fee as set forth in Table 1-1, except that plumbing plans associated with a submittal of building plans shall be paid with the plan review fee associated with the building permit. Additional plan review required by changes, additions, corrections, or revisions to the plans after completion of the plan review or after issuance of the permit shall be required to pay a fee as shown in item (4) of Table 1-1 or as shown in item 4 of Table 1-A of the 1997 Uniform Building Code except plumbing work associated with a building permit shall be paid with the additional plan review fee associated with the building permit.	
Rooftop Mounted Photo Voltiac (Solar) Systems	$150.00 + Tech Fee + WA State Fee	
Swimming Pool Or Spa Permit	Tech Fee +Fees for swimming pools and spas and related inspections shall be as set forth in Table 1-A from the 1997 Uniform Building Code as published by the International Code Council, Inc. The valuation of construction used shall be based on the "Building Valuation Data" as published in the Building Safety Journal by the International Code Council, Inc., or shall be as determined by the Building Official to reflect the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment.	

Description	Fee and or Deposit	Reference PMC
Relocating a Building or Structure		
To Relocate A Building On The Same Parcel (Without Use Of A Right-Of-Way)	$100.00 + Tech Fee	PMC 12.21.030
To Move A Building From One Lot To Another Lot Within The City	$500.00+ Tech Fee	PMC 12.21.030
To Move A Building Into The City From Outside The City Limits	$500.00+ Tech Fee	PMC 12.21.030
To Move A Building From Within The City Limits To A Point Outside The City	$500.00+ Tech Fee	PMC 12.21.030
Public Improvements		
Private Construction Of Public Improvements Other Than Pursuant To A Final Plat Or A Reimbursement Agreement	City Staff time billed hourly in increments of 15 minutes, plus all costs incurred by the City. Deposit Required of 5% of the City's estimated cost to construct all improvements.	Plan Review: 17.14.090 A Inspection: 17.14.090 D

Description	Fee and or Deposit	Reference PMC
Utility Reimbursement Agreements	DEPOSIT REQUIRED: 5% of the City's estimated cost to construct all improvements. The City Council shall set the fee for each Utility Reimbursement Application by Resolution of the City Council. Such fee shall be based upon the estimated total costs which the City may incur to process the Application, including but not limited to staff time, and shall include all costs which the City estimates it will incur to monitor, inspect, and accept the constructed improvements. Such fee must be paid in full before the Mayor signs the reimbursement agreement. In addition to the fee established by Resolution, the Applicant shall pay a non-refundable Application Fee in the amount of $250 at the time of application.	PMC 13.50.010
Any Other Application Pursuant To Titles 15, 16, 17, 18, Or 19 Not Specifically Set Forth Herein	DEPOSIT REQUIRED: $250 City Staff time billed hourly in increments of 15 minutes, plus all costs incurred by the City.	PMC 15, 16, 17, 18, and 19
Street Reimbursement Agreement	5% of estimated construction costs +$250 application fee	PMC 12.50.010
Grading (permit and plan review)	Tech Fee +Grading. Fees for grading permits, for review of grading plans, and for related inspections shall be as set forth in Table A-33-A and Table A-33-B of the 1997 Uniform Building Code, Appendix Chapter 33, as published by the International Code Council, Inc.	PMC 15

Description	Fee and or Deposit	Reference PMC
Roofing		
Residential Re-Roof Permit	$150.00+ Tech Fee	PMC 15
Commercial Re-Roof Permit	$300.00+ Tech Fee	PMC 15
Fines and Penalties		
Stop Work Order Posting Fee	$150.00+ Tech Fee	PMC 15
Posting/Issuance of Notice of Violation	$150.00 + Tech Fee	PMC 15
Failure To Obtain Any Permit Required By Title 15	Tech Fee + • First Violation-Double Permit Fee • Second Violation within 12 months-Triple Permit Fee Third Violation within 12 months-Refer to City Attorney for Prosecution and Abatement	PMC 15
Waiver Of Violation (18.81.030 (E)	DEPOSIT REQUIRED: $500 City Staff time billed hourly in increments of 15 minutes, plus all costs incurred by the City.	PMC 18.81

Description	Fee and or Deposit	Reference PMC
Other Fees and Charges		
Administrative Exemption Pursuant To 18.81.160	$200.00+ Tech Fee	18.81.160
Change of Occupancy Permit	$300.00 +WA State Fee +Tech Fee	PMC 15
Demolition Permit	$150 +Tech Fee +WA State Fee	PMC 15
Expired Permit Renewal (Residential)	Expired Residential Permit Resubmittal: • No Progress After Issuance - 100% • Footing Inspection Approved - 95% • Foundation Inspection Approved - 90% • Underfloor Inspection Approved - 85% • Fram/Plumb/Mech Insp Approved- 60% • Insulation Inspection Approved - 40% • Sheetrock Inspection Approved - 30% • Final - 20% or 2x Inspection Fee (Whichever is Greater)	
Fence Permit	$50.00+ Tech Fee	PMC 15
Gas, Pellet, and Stove Fireplaces (That do not require structural changes)	$75.00 +Tech Fee	PMC 15
Re-Inspection Fee	$75.00+ Tech Fee (When such portion of work for which inspection is called not complete, approved plans and permit is not on the site or when corrections called for are not made)	

Description	Fee and or Deposit	Reference PMC
Siding, Windows, and Doors	$75.00 + Tech Fee +WA State Fee	PMC 15
WA State Fee	As required by RCW	RCW
Technology (Tech) Fee	5% of permitted total	PMC 15
Temporary Certificate of Occupancy Issuance	$100.00+Tech Fee	PMC 15
Temporary Structure Or Use Permit	$100.00+ Tech Fee	PMC 18.75.090 and 18.81.030 D
Temporary Occupancy Permit	$100.00+ Tech Fee	PMC 15
Issuance of Administrative Order of Compliance	$150.00 + Tech Fee	PMC 15

MASTER FEE SCHEDULE

Schedule B – Fire

Fees based on International Fire Code Permit Fees. For more information, please contact the Department.

Description	Fee and or Deposit	Reference PMC
Construction Permit Fees: (*Most commonly automatic sprinklers systems, fire alarm systems, fire/smoke dampers)*		
Permit Base Fee	Based on Project Valuation (ICC Table 1-A)	
Plan Review by City of Prosser (including changes, additions, or revisions to plans)	Tech Fee +Based on 65% of the cost of the permit fee above	
Plan Review by Outside Agency/Vendor	Actual Cost incurred + Billing Fee	
Underground Storage Tank (UST) Decommissioning	$125.00 + Tech Fee	
Operational Permit Fees:		
Public Firework Display Permit PMC 8.20.010 (B.1)	$125.00 + Tech Fee No charge for Non-Profits	
Temporary Membrane Structures/Tents (400+ sq ft)	$75.00+ Tech Fee	
Recreational Fires	Permitted through BFCAA	
Firework Stands	Prohibited by PMC 8.20.010 (B)	
All Other Operational Permits Issued Under International Fire Code	$50.00+ Tech Fee	

Description	Fee and or Deposit	Reference PMC
Miscellaneous Fees:		
Technology (Tech) Fee	5% of permitted total	
Posting/Issuance of Notice of Violation	$150.00+ Tech Fee	
WA State Fee (Permits Issued Under the IRC)	$6.50 + $2.00 for each additional dwelling unit thereafter	
WA State Fee (Permits Issued Under IBC / IEBC)	$25.00 +$2.00 for each additional dwelling unit thereafter	
Posting/Issuance of Stop Work Order	$150.00+ Tech Fee	
Re-inspection	$50.00+ Tech Fee	
Fire & Life Safety Inspection	No fee	
Non-Compliance Penalty	$150 per day per violation (in accordance with NFPA 1-1.16.4.3) + Tech Fee	

MASTER FEE SCHEDULE

Schedule C – Planning

There are two types of fees within the Planning Department's schedule.

Type #1: Deposit: A deposit is paid to the City in a fixed amount based on the type of application. Applicants are then billed monthly for the actual costs of their project. For example, the cost of mailings, notifications, or staff time billed hourly increments of 15 minutes. When the project is complete, the deposit is refunded to the applicant.

Type #2: Flat Fee: A flat fee paid to the City in the amount based on the type of application.

Please Note: Some fees in the Planning Schedule may be affected by the *Affordable Housing Incentive.* For more information, please contact the Department.

Description	Fee and or Deposit		Reference PMC
Impact Fees			
Park Impact Fee (PIF) +Tech Fee	Housing Unit Size	Park Impact Fee	PMC 3.99
	ADU	$517.00	
	Studio	$1035.00	
	One Bedroom	$1035.00	
	Two Bedroom	$2069.00	
	Three Bedroom	$3102.00	
	Four or More Bedroom	$4137.00	
PIF Admin Fee	$50.00 + Tech Fee		PMC 3.99
Subdivision/Boundary			
Boundary Line Adjustments 17.04.100©	$250.00 + Tech Fee		PMC 17.09.100
Consolidation/Segregation/ Of Parcel 17.04.100(D)	$100.00 for the first two parcels and then $100.00 for each additional parcel. And Tech Fee		PMC 17.09.100
Subdivision Preliminary Plat	$30/lot ($650 minimum and $950 maximum) And Tech Fee		PMC 17
Alterations To Plats	$30/lot ($650 minimum and $950 maximum) And Tech Fee		PMC 17
Subdivision Final Plats	$30/lot ($650 minimum and $950 maximum) And Tech Fee		PMC 17

Description	Fee and or Deposit	Reference PMC
Short Plats Or Short Plat Amendments With Dedication Of Right Of Way	$750 + Tech Fee	PMC 17
Planned Unit Development	$800 + Tech Fee	PMC 18.58
Alteration Of Subdivision	$30/lot ($650 minimum and $950 maximum)	PMC 17
Binding Site Plans	$1000 + Tech Fee	PMC 17.30
Environmental		
SEPA Checklist Review	$200 + Tech Fee	PMC 16
SEPA EIS	Preparation and distribution costs shall be Borne by Applicant.	PMC 16
Review For Exemption (16.10.120)	$250.00 +Tech Fee	CRITICAL AREA ORDINANCE CHAPTERS 16.10, 16.20, 16.30, 16.40, AND 16.50
Substantial Development Permit (SMP)	$500.00 + Tech Fee	PMC 16.04
Other Critical Area Review	$300.00 + Tech Fee	CRITICAL AREA ORDINANCE CHAPTERS 16.10, 16.20, 16.30, 16.40, AND 16.50

Description	Fee and or Deposit	Reference PMC
Variances, Vacations & Conditional Use Permits		
Variances (Administrative)	$250.00 + Tech Fee	PMC 18.75.080
Variance	$500.00. + Tech Fee	PMC 16.04
Conditional Use Permit	$500.00 + Tech Fee $750.00 + Tech Fee (Shoreline Management)	PMC 18.75.050 PMC 16.04
Determination Of Similar Use	$300.00 + Tech Fee	PMC 18.75.070
Continuation and/or Minor Alteration of Nonconforming Use	$750.00 + Tech Fee	
Vacation Of Subdivision 17.28.020	$750.00 + Tech Fee	PMC 17
Vacation Of Street (ROW) 17.28.020	$1,000.00+ Tech Fee	PMC 17
Signs		
Sign Permit (Includes plan review)	$150/sign +Tech Fee	PMC 18.72
Freeway	$300.00+Tech Fee	PMC 18.72
Variance From Sign Code	$350.00 + Tech Fee	PMC 18.72
Sign Re-Inspection Fee	$75.00/sign +Tech Fee	
Sandwich Signs	$0 – no permit required	
Sign Impoundment	$50	

Description	Fee and or Deposit	Reference PMC
Site Review and Interpretation		
Site Review 18.75.040	$400.00 + Tech Fee	PMC 18.75.040
Review For Exemption	$150.00 + Tech Fee	PMC 16.04
Other Exemptions (17.04.100)	$100.00 + Tech Fee	PMC 17
Other Amendment Pursuant To 18.78	DEPOSIT REQUIRED: $500 : City Staff time billed hourly in increments of 15 minutes, plus all costs incurred by the City + Tech Fee	PMC 18.78
Zoning		
Application Change Of Zone (Rezone)	$500.00. + Tech Fee	PMC 18.78.070
Overlay Zone	DEPOSIT REQUIRED: $1,000: City Staff time billed hourly in increments of 15 minutes, plus all costs incurred by the City. + Tech Fee	
Zoning Text Amendment	$500.00 +Tech Fee	
Zoning Confirmation Letter	$50.00 + Tech Fees	PMC 18.81.150
Zoning Map Interpretation	$50.00 + Tech Fee	PMC 18.81.150
Written Interpretation Of Development and Zoning Code	$200.00 + Tech Fee	
All Appeals (Also Including Appeals Pursuant To Chapter 19.06)	$500.00 + Tech Fee	PMC 19.06

Description	Fee and or Deposit	Reference PMC
Other Planning Items		
Accessory Dwelling Unit	$200.00 + Tech Fee	PMC 18.60
Adult Family Home	$250+ Tech Fee	
Annexation	$800 + Tech Fee	
Business Registration	$50	5.04.070
Franchise Agreement	A Flat Fee of $500 plus expenses	
For Hire Vehicle	$25/vehicle (must also apply for a Business Registration)	5.24.020
Home Occupations With Notification	$100.00 + Tech Fee	PMC 18.75.060
Home Occupations Without Notification	$10.00	PMC 18.75.060
Nomadic Vendors License	$50.00 +Tech Fee	5.05
Mobile Vendor Site Review	$100.00 + Tech Fee	5.05
Roving Vendor License	$50.00 + Tech Fee	5.05
Pre-Application Conferences	First Meeting: no charge All subsequent meetings: $250 each + Tech Fee	
Project Conceptual Meetings With Developer	No fee	
Site Specific Comprehensive Plan Amendment	$800.00 + Tech Fee	
Technology (Tech) Fee	5% of permitted total	

MASTER FEE SCHEDULE

Schedule D – Recreation Programs

(Includes Aquatic Center/Parks/Community Center)

*All fees identified as "Cost recovery" shall be established at a rate of at least 50% and no more than 200% of the estimated or known cost to deliver the service. These fees may and are likely to change each year according to operational costs or market conditions.

Non-Resident Fees, unless otherwise indicated, will be 20% more than the established resident fee, rounded to the nearest dollar.

Prosser Rec Pass: The Prosser Rec Pass program is designed to make recreational activities more accessible for youth from low-income families by provided financial assistance for registration fees. This initiative ensures that all children have the opportunity to participate in sports, aquatics, events and other recreational programs, fostering physical activity, skill development, and community engagement.

- Eligible participants will receive a 50% discount on City of Prosser Recreation programs or activity fees.
- Each participant can receive up to $100 in total discounts per calendar year.
- Eligible activities do NOT include facilities rentals, park reservations, daily admission to the swimming pool, or seasonal family pool pass.

Description	Fee and or Deposit
Aquatic Center (PAC)	
Daily Admission to Aquatic Center	
Toddler (with paying adult)	No Charge
Youth 4-17	$6
Adult 18-54	$7
Senior 55+	$6
Family (up to 5 members)	$30
Additional Family Member	$6
Group of 8	$42
Additional Group Member	$6

Season Passes to Aquatic Center	
Youth 4-17	$100
Adult 18-54	$125
Senior 55+	$100
Family	$275
Additional Family Member (up to 3 additional)	$50

Description	Fee and or Deposit
Return Discount	10% discount before April 30th 5% discount before May 31st
Wellness (Lap Swim Only) to Aquatic Center	
Season Pass (Unlimited)	$50
Punch Cards (10 visits) to Aquatic Center	
Youth 4-17	$42
Adult 18-54	$60
Senior 55+	$42
Rentals at Aquatic Center	
Grill Rental - All Day	$25
Grill Rental - Per Hour	$5
Party Rental - 25 or fewer people	$125
Party Rental - 26 -50 people	$200
Party Rental – 10 additional people	$30
Pavilion Rental - All Day	$50
Pool Rental - Additional 25 people	$50
Pool Rental - Both Pools, up to **175** people (per hour)	$300 for the 1st hr, $160 for each additional hr
Pool Rental - Lap Pool, up to **100** people (per hour)	$175 for the 1st hr, $100 for each additional hr
Pool Rental - Rec Pool, up to **75** people (per hour)	$125 for the 1st hr, $80 for each additional hr
Other Aquatic Center Fees	
Replacement Swim Pass (Lost)	$6
Swim Lessons	$45
Lifejacket Rental	No Charge
Description	**Fee and or Deposit**

Swim Diapers	No Charge
Locker Rental	No Charge
$1 Swim	$1 for each person
Theme Day	$3 per person
Specialty Classes	Cost recovery
Senior Swim & Sensory Swim	No Charge
Lifeguard First Aid Skills Test	$15
Lifeguard CPR/First Aid Course (Red Cross)	Cost recovery
Recreation Programs and Events	
Youth Programs	50% Cost recovery
Adult Programs	Cost recovery
Senior Programs	50% Cost recovery
Late Registration Fee	$10
Event and Program Sponsorship	
Title Sponsor	$1,000
Platinum Sponsor	$750
Gold Sponsor	$500
Silver Sponsor	$350
Bronzer Sponsor	$200
Vendor Booth	$75
Name Recognition	$50
Advertising Opportunities	$300/$225/$125
Miscellaneous Sponsorships	$100-$500

Description	Fee and or Deposit
Park and Facility Use	
Park Reservations	
Pavilion or Stage	$25 *($10 for admin + $15 for reserve)*
League Use	$25 monthly; Up to 4 hours per week and 6 hours per weekend
Concession Stand with grill	$100
Concession Stand without gill	$50
Community Center Reservations	
All Day Rental	$250
4 Hour Rental (minimum)	$150
Additional Hour	$35/hour
Refundable Cleaning Deposit	$250 resident and non-resident

MASTER FEE SCHEDULE

Schedule E – Special Event

Description	Fee Amount		
	For Profit Events	Non-Profit Events	City Sponsored Events
Application Fee	$50.00	$50.00	$0
Expedited Processing	$75.00	$75.00	$75.00
Location of Event		See additional items listed below for event specific needs/requests.	
City Park	$100.00		
• Add Concessions with Grill	$50.00		
• Add Concessions without Grill	$25.00		
• Add Closure of Sommers Street	$110.00		
• Add Use of Sylvan Stage	$25.00		
E.J. Miller Park	$100.00		
Crawford Park	$100.00		
Downtown Area	$200.00		
Parade – Event Route	$400.00		
Street Block	$150.00		
Private Property	$100.00		
Depot Parking Lot	$150.00		
Additional Items Available Upon Request			
Use of City Property	See Above	Cost Recovery	Included in Sponsorship
Other Items	Cost Recovery	Cost Recovery	Cost Recovery or Included in Sponsorship
Police Officer-Per Officer, Per Hour (Minimum of 2 Hours)	Avg. Overtime Benefited Rate	50% Avg. Overtime Benefited Rate	50% Avg. Overtime Benefited Rate

Description	Fee Amount		
	For Profit Events	Non-Profit Events	City Sponsored Events
Public Works-Per Employee, Per Hour	Operating Hours		
	Operating Hours $55/ hour (2 hour minimum	50% Avg. Benefited Rate	50% Avg. Benefited Rate
	Weekend/After Hours		
	After hours $83/ hour (4 hour minimum)	After hours $83/ hour (4 hour minimum)	After hours $83/ hour (4 hour minimum
	Holiday Hours		
	Holiday hours $138/ hour (4 hour minimum	Holiday hours $138/ hour (4 hour minimum	Holiday hours $138/ hour (4 hour minimum
City Processes Notifications for Event	$44/ hours plus mailing costs	$44/ hours plus mailing costs	$44/ hours plus mailing costs
Power Boxes	N/A	$10.00/Box	Included in Sponsorship
City of Prosser Sponsorship	Applicant and event must meet eligibility requirements as outlined in Administrative Policy.		
Non-Resident Fee (Unless otherwise indicated)	20% more than established resident fee, rounded to nearest dollar.		

MASTER FEE SCHEDULE

Schedule F – Code Enforcement

Description	Fee Amount	
Abatement *PMC 1.40.050*	Actual Costs + 10% Admin	
Civil Infraction *PMC 1.40.040*	Escalating Daily Rate Based on Civil Infraction Tiers	
Dangerous Dog Registration *PMC 6.40* (Must Have Insurance Certificate)		
1st Quarter of Year	$300.00	
2nd Quarter of Year	$225.00	
3rd Quarter of Year	$150.00	
4th Quarter of Year	$75.00	
Appeal to Benton County	$100.00 Filing Fee	
Dog Adoption *PMC 6.16*		
Spayed or neutered	$25.00	
Unaltered	$50.00	
Dog Licenses *PMC 6.16*	**Spayed/Neutered**	**Unaltered**
1 Year License	New: $20.00 Renewal: $10 Before 3/1 $20 After 3/1	New: $35.00 Renewal $25 Before 3/1 $35 After 3/1
2 Year License	New: $25.00 Renewal $15 Before 3/1 $25 After 3/1	New: $40.00 Renewal $30 Before 3/1 $40 After 3/1
3 Year License	New: $30.00 Renewal $20 Before 3/1 $30 After 3/1	New: $45.00 Renewal $35 Before 3/1 $45 After 3/1
Description	**Fee Amount**	

Tag Replacement	$5.00
Impound Fee *PMC 6.16*	$75.00
Daily Boarding Fee	$10.00/Day
Vaccines and Other Services Administered by Contractor	Actual Cost + 10% Admin
Kennel License Application *PMC 6.16*	
1st Quarter of Year	$200.00
2nd Quarter of Year	$150.00
3rd Quarter of Year	$100.00
4th Quarter of Year	$50.00
Renewal	$50.00
Appeal of Revoked License	$250.00 + Publication Costs
Public Nuisances *PMC 8.26*	Actual Costs + $150.00 + 10% Admin
Yard Sale Permit *PMC 5.28*	$2.00
Late Fee *PMC 6.16, 6.40*	$10.00
Rental Housing *PMC 15.30*	
Inspections	$50.00 Each Unit Inspected
License	$10.00 Each Unit or Address
License Renewal	$5.00 Each Unit or Address, If after March 1st See New Fees

MASTER FEE SCHEDULE

Schedule G – Clerk's Department

Description	Fee and or Deposit	Reference PMC
Copies		
Standard Black/White and Letter/Legal Size	$0.15 per page	1.30.070
All Other Copies	Actual Cost	1.30.070
Fee Waiver, City Clerk May Waive Copy Charges If Less Than:	$2.00, or Charge Flat Rate of $2.00 if Costs exceed $2.00 per RCW 42.56.120	1.30.070
Digital Storage Media/Device	Actual Cost	1.30.070
Electronic Files		
Attachments (Per 4 Files)	$0.05	1.30.070
Size (Per Gigabyte)	$0.10	1.30.070
Postage/Shipping	Actual Cost	1.30.070
Scanned Pages	$0.10 per page	1.30.070
Body Worn Camera Records Request		
Deposit	Total Estimated Cost to Redact Requested Video. Costs Shall be Waived if a Requester is Exempt from Fees Pursuant to RCW 42.56.240(14)(e)	1.30.90.E
Response	$0.55 Per Minute for Preparation Time. Costs Shall be Waived if a Requester is Exempt from Fees Pursuant to RCW 42.56.240(14)(e)	1.30.90.E

MASTER FEE SCHEDULE

Schedule H – Police Department

Description	Fee and or Deposit	Reference PMC
Fingerprints	$20.00 First Card, $5.00 Each Additional Card	2.52.010
Concealed Pistol License (Fees from DOL)		
Original License	As required by RCW	RCW
Renewal License	As required by RCW	RCW
Late Renewal License	As required by RCW	RCW
Replacement License	As required by RCW	RCW
False Alarms		
False Alarm Registration	No Charge	PMC 9.20
False Alarm Fee	Within a 90 day period 1st false alarm = no charge 2nd false alarm = $50 Each additional false alarm = $50	PMC 9.20
Failure to Register Alarm System Penalty	$50.00	PMC 9.20

MASTER FEE SCHEDULE

Schedule I – Finance Department

Description	Fee and or Deposit	Reference PMC
Billing Fee	10% billing fee assigned to invoices issued	
Past Due Invoice – for invoices issued and over 30 days past due	10% of total bill or $25 whichever is less	
Returned Payment	$20/per account	
Refund Processing Fee	$10.00 per refund	

MASTER FEE SCHEDULE

Schedule J – Utilities

Description	Fee and or Deposit	Reference PMC
System Connection Fees		
Sewer System Fee (Based on ERU)	$3,175/ERU + 5% Tech Fee	13.10.420
Water System Fee (Based on ERU)	$3,080/ERU + 5% Tech Fee	13.10.370

Garbage		
Garbage – Admin Fee	23%	8.08.660
Garbage – Billing Fee	$1	8.08.660
Garbage – Fuel Surcharge	Actual BDI Rate	
Garbage – ELI Discount	50% discount (for single can service)	8.08.662
Garbage – Service Rates	Actual BDI rates	8.08.660
Garbage – Temporary Dumpster Deposit	$500	8.08.660
Irrigation		
Irrigation – Base Rate	$0.004074	13.30.020
Irrigation – Connection Fee	$250	13.03.050
Irrigation – Service Rate	$0.032283	13.30.030
Sewer		
Sewer – ERU	$4.52 per employee or Monthly minimum of $64.58	13.10.420
Sewer – Industrial Sewer – Discharge	$4.3673 per 1,000 Gallons of Flow	13.10.420
Sewer – Industrial Sewer – BOD	$0.4460 per pound	13.10.420
Sewer – Industrial Sewer – TSS	$0.5740 per pound	13.10.420

Description	Fee and or Deposit	Reference PMC
Sewer – Industrial Sewer – Ammonia	$16.4490 per pound	13.10.420
Sewer – Industrial Sewer – Sewer Availability Fee	Sewer availability fee = (allocated flow capacity x $4.8359) + (allocated BOD capacity x $0.6538) + (allocated TSS capacity x $0.6720) + (allocated ammonia capacity x $0.8749) Rounded to nearest $25	13.10.420
Sewer – Installation and Connection Fee	$400.00 + 5% Tech Fee	13.10.420
Sewer – Residential Base Charge	$48.72	13.10.420
Sewer – Residential Consumption Charge	$2.59 per 100 cubic feet	13.10.420
Sewer – Residential No established average	$63.51	13.10.420

<table>
<tr><th>Description</th><th>Fee and or Deposit</th><th>Reference PMC</th></tr>
<tr><td>Sewer – Commercial – Base Charge</td><td><table><tr><th>Meter Size</th><th>Fee</th></tr><tr><td>¾” & ⅝”</td><td>$59.27</td></tr><tr><td>1”</td><td>$118.49</td></tr><tr><td>1 ½”</td><td>$177.76</td></tr><tr><td>2”</td><td>$355.52</td></tr><tr><td>3”</td><td>$710.99</td></tr><tr><td>4”</td><td>$1184.84</td></tr><tr><td>6”</td><td>$1097.08</td></tr></table></td><td>13.10.420</td></tr>
<tr><td>Sewer – CHARGES FOR OUTSIDE CITY LIMITS</td><td>150% of regular charges</td><td>13.10.420</td></tr>
<tr><td>Sewer - Commercial – Consumption</td><td>Category A: $2.59 per 100 cubic feet
Category B: $3.85 per 100 cubic feet
Category C: $6.37 per 100 cubic feet
Category D: $4.95 per 100 cubic feet
Category E: $13.40 per 100 cubic feet</td><td>13.10.420</td></tr>
</table>

<table>
<tr><th>Description</th><th>Fee and or Deposit</th><th>Reference PMC</th></tr>
<tr><td colspan="3">Water</td></tr>
<tr><td>Water – Voluntary Disconnection/Reconnection Fee</td><td>$25</td><td>13.10.180</td></tr>
<tr><td>Water – Bulk Water (Hydrant Rental) Application Fee</td><td>$50</td><td>13.10.400</td></tr>
<tr><td>Water – Bulk Water (Hydrant Rental) Base Fee</td><td>$112.57</td><td>13.10.400</td></tr>
<tr><td>Water – Bulk Water (Hydrant Rental) Deposit</td><td>$500</td><td>13.10.400</td></tr>
<tr><td>Water – Bulk Water (Hydrant Rental) Usage</td><td>$2.00 per 100 cubic feet</td><td>13.10.400</td></tr>
<tr><td>Water –Inspection and Connection Fee (Based on Meter Size)</td><td>
<table>
<tr><th>Meter Size</th><th>Fee</th></tr>
<tr><td>¾” & ⅝”</td><td>$1,030.00</td></tr>
<tr><td>1”</td><td>$1,230.00</td></tr>
<tr><td>1 ½”</td><td>$1,630.00</td></tr>
<tr><td>2”</td><td>$2,030.00</td></tr>
<tr><td>3”</td><td>$2,730.00</td></tr>
<tr><td>4”</td><td>$3,730.00</td></tr>
<tr><td>6”</td><td>$7,730.00</td></tr>
<tr><td>2” compound</td><td>$4,530.00</td></tr>
<tr><td>3” compound</td><td>$5,530.00</td></tr>
<tr><td>4” compound</td><td>$8,130.00</td></tr>
<tr><td>6” compound</td><td>$11,230.00</td></tr>
</table>
+ 5% Tech Fee
</td><td>13.10.370</td></tr>
</table>

Description	Fee and or Deposit	Reference PMC
Water – Meter Rental (Base Fee)	Meter Size: Fee ¾" & ⅝": $42.15 1": $75.79 1 ½": $168.33 2": $299.90 3": $679.33 4": $1177.71 6": $2693.43	13.10.380
Water – Consumption Charge	$1.75 per 100 cubic feet	

<table>
<tr><th>Description</th><th>Fee and or Deposit</th><th>Reference PMC</th></tr>
<tr><td>Water – Meter Rental (Base Fee) OUTSIDE THE CITY LIMITS</td><td><table><tr><th>Meter Size</th><th>Monthly Rental Charge</th></tr><tr><td>¾” & ⅝”</td><td>$63.22</td></tr><tr><td>1</td><td>$113.69</td></tr><tr><td>1 ½</td><td>$252.50</td></tr><tr><td>2</td><td>$449.85</td></tr><tr><td>3</td><td>$1010.00</td></tr><tr><td>4</td><td>$1766.56</td></tr><tr><td>6</td><td>$4040.15</td></tr></table></td><td>13.10.380</td></tr>
<tr><td>Water – Consumption Charge OUTSIDE THE CITY LIMITS</td><td>$2.63 per 100 cubic feet</td><td>13.10.380</td></tr>
<tr><td>Water – Stand Pipe Charges</td><td>$50 for 500 cubic feet

(base plus 1 unit cons)</td><td>13.10.390</td></tr>
<tr><td>Water – Cross Connection Past Due Notice(s)</td><td>$25 plus $5 per unit for complexes with 5 or more units.</td><td>13.14.120</td></tr>
<tr><td>Water – Cross Connection Inspection</td><td>Tech Fee 5% + $25.00</td><td>13.10.480</td></tr>
</table>

Description	Fee and or Deposit	Reference PMC
Streets		
Street – Encroachment Permit – Inspection Needed	5% Tech Fee + $75.00	13.10.240
Street – Encroachment Permit – No Inspection Needed	5% Tech Fee + $50.00	13.10.240
Temporary Right of Way Permit Application	5% Tech Fee + $150.00	
Temporary Right of Way Permit	5% Tech Fee + $100.00	
Temporary Right of Way Permit Renewal	5% Tech Fee + $50.00	
Street Tree Maintenance Permit	$5% Tech Fee + $75.00	12.24.020

Description	Fee and or Deposit	Reference PMC
Other		
Disconnection Fee	$50 plus $5 per unit for complexes with 5 or more units.	13.10.160 13.10.180
Deferral Agreement	$25 per month	13.10.210
Late Penalty	5% or $100 whichever is less	13.10.150
Penalty Fee (meter tampering)	$250.00 first occurrence $500.00 second occurrence $1,000.00 each occurrence thereafter, *Applicable to address and/or property owner*	13.10.160
Public Utility Easement Vacation – Application	$3,000 deposit (estimated appraisal fee) + $500.00 + Tech Fee	
Public Utility Easement Vacation	Cost of appraisal (less application deposit) + appraised property value	
Returned Payment	$20/per account	13.10.170 3.76
Service Penalty (24 Hour Door Hanger)	$25 plus $5 per unit for complexes with 5 or more units.	13.10.150
Technology (Tech) Fee	5% of permit total	
Utility Variances	Tech Fee 5% + $500.00	13.10.300 13.10.310 13.10.460

MASTER FEE SCHEDULE

Schedule K – Staff Billing Rates

Please Note: Some fees in Staff Schedule may be affected by the Housing Rate Incentive. For more information, please contact the Department.

Description	Fee Amount
Department Head/City Administrator	$ Actual Benefited Rate
Administrative Support	$ Actual Benefited Rate
Other Staff Time	$ Actual Benefited Rate
Finance (Billing and Support)	10% of Billed Amount
Equipment	FEMA Equipment Rates
Technology (Tech) Fee	5% of Permitted Total

Park impa

REFUND POLICY

Please Note: Not all fees listed in the Master Fee schedule are eligible for refund. All refunds will be subject to a $10 processing fee.

For information regarding the City of Prosser's refund policies, please visit www.cityofprosser.com/policies.

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26

AN ORDINANCE UPDATING AND REPLACING PREVIOUSLY ADOPTED FEES FOR VARIOUS CITY SERVICES. FEES ESTABLISHED BY PREVIOUS FEE ORDINANCES SHALL CONTINUE TO APPLY TO ALL CITY SERVICES PROVIDED BEFORE THE EFFECTIVE DATE OF THIS ORDINANCE, AND ADOPTING THE FEES SCHEDULE BY REFERENCE.. THE ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, PROVIDES FOR PUBLICATION OF A SUMMARY OF THIS ORDINANCE, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The fees for various City services previously adopted are hereby replaced by Fee Schedule attached hereto and incorporated herein is fully set forth and is hereby adopted in it's entirety.

Section 2. The fees established by previous fee ordinances shall continue to apply to all City services provided before the effective date of this ordinance. The fees set by Ordinance Number 18-3080 shall continue to apply to all public records requests submitted before the effective date of this Ordinance.

Section 3. Severability. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, subsection, sentence, clause, or phrase be held unconstitutional or invalid.

Section 4. This ordinance shall take effect five days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the City Council and **APPROVED** by the Mayor, this _____ day of _____, 2026

.

_____
MAYOR GARY VEGAR

[ ] APPROVE
[ ] VETO

ATTEST:

_____
KENDALL MURPHEY DEPUTY CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26-

of the City of Prosser, Washington

On the ____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE UPDATING AND REPLACING PREVIOUSLY ADOPTED FEES FOR VARIOUS CITY SERVICES. FEES ESTABLISHED BY PREVIOUS FEE ORDINANCES SHALL CONTINUE TO APPLY TO ALL CITY SERVICES PROVIDED BEFORE THE EFFECTIVE DATE OF THIS ORDINANCE, AND ADOPTING THE FEES SCHEDULE BY REFERENCE. THE ORDINANCE ALSO FINDS THAT IT WOULD BE AN UNDUE BURDEN AS PROVIDED FOR IN RCW 42.56.120(2)(B) TO CALCULATE THE ACTUAL COSTS FOR SCANNED PAGES, ELECTRONIC DOCUMENTS EXCEPT AS PROVIDED FOR IN SECTION 4 OF THIS ORDINANCE, AND STANDARD BLACK AND WHITE COPIES, BECAUSE THE CITY LACKS SUFFICIENT STAFF TO TRACK AND THEN BILL FOR THE ACTUAL COSTS OF REPRODUCTION OF THOSE RECORDS. THE ORDINANCE ALSO MAKES THE PROVISIONS OF THE ORDINANCE SEVERABLE FROM ONE ANOTHER, PROVIDES FOR PUBLICATION OF A SUMMARY OF THIS ORDINANCE, AND SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
KENDALL MURPHEY DEPUTY CITY CLERK

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
2026 Comprehensive Plan Periodic Update Item Type: Discussion	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Planning	Rachel Shaw	Rachel Shaw	509-786-8218

Cost of Proposal:	Fund Name and Number:
N/A Amount Budgeted: N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Presentation on Comprehensive Plan Update
2. Draft Environment Element of Comprehensive Plan
3. Draft Climate Element of Comprehensive Plan
4. Draft Transportation Element of Comprehensive Plan

Summary Statement:

All elements of the 2026 Comprehensive Plan are being finalized and presented to Planning Commission and City Council for review and discussion.

For this meeting, the Environment, Climate and Transportation Elements will be the focus for discussion as to provide staff direction on any amendments needed for the plan. These drafts include initial findings, background context, and initial amendments to the goals and policies.

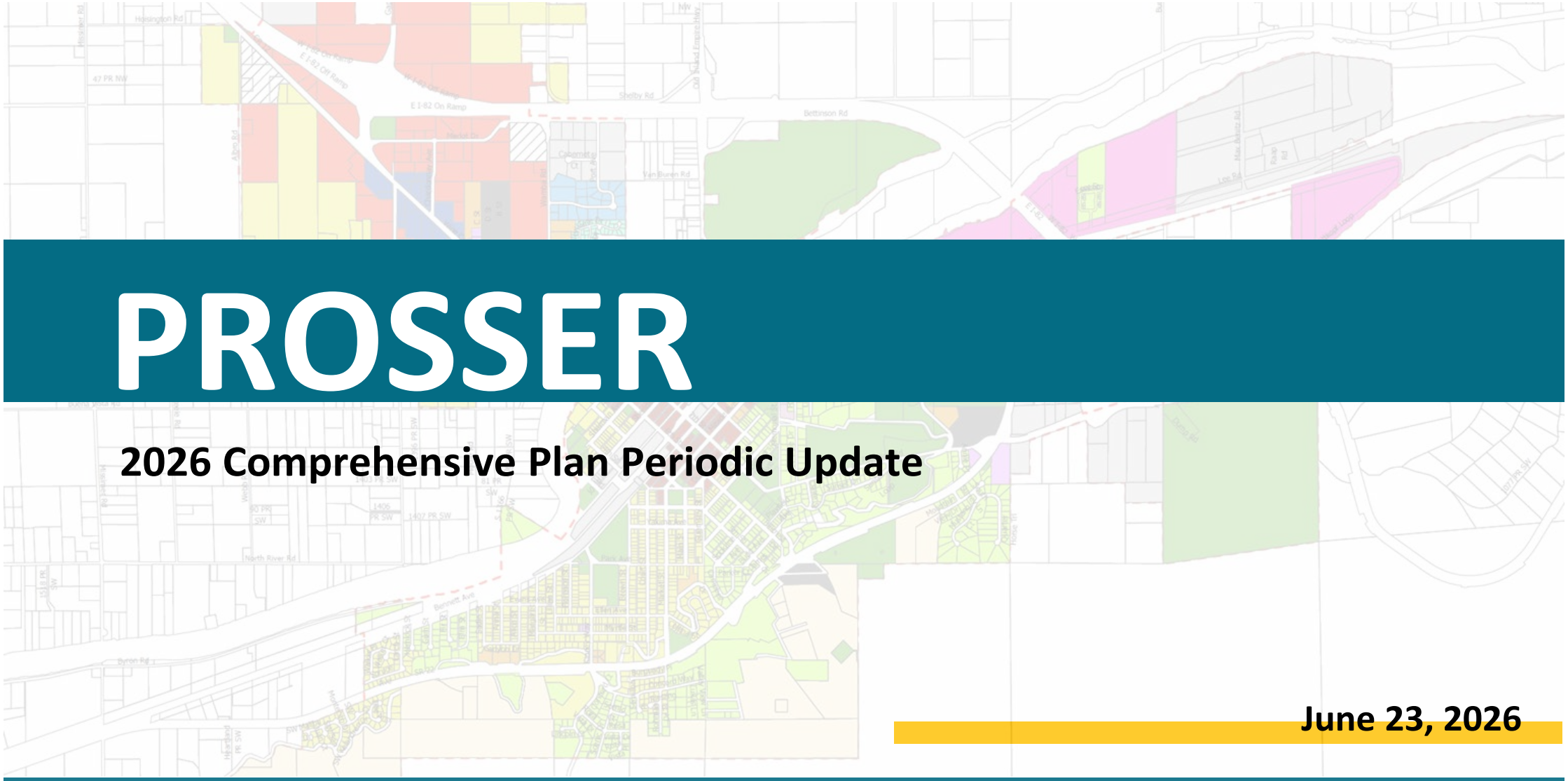
Staff is requesting Council to review the Elements and provide direction on any proposed amendments to the Comprehensive Plan.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life

Recommended Action/Suggested Motion: ***Recommended Motion:*** *Review the Environment, Climate, and Transportation Elements and provide direction on any proposed changes.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw	N/A	Rachel Shaw
Date: Jun 19, 2026	**Date:**	**Date:** Jun 19, 2026



PROSSER

2026 Comprehensive Plan Periodic Update

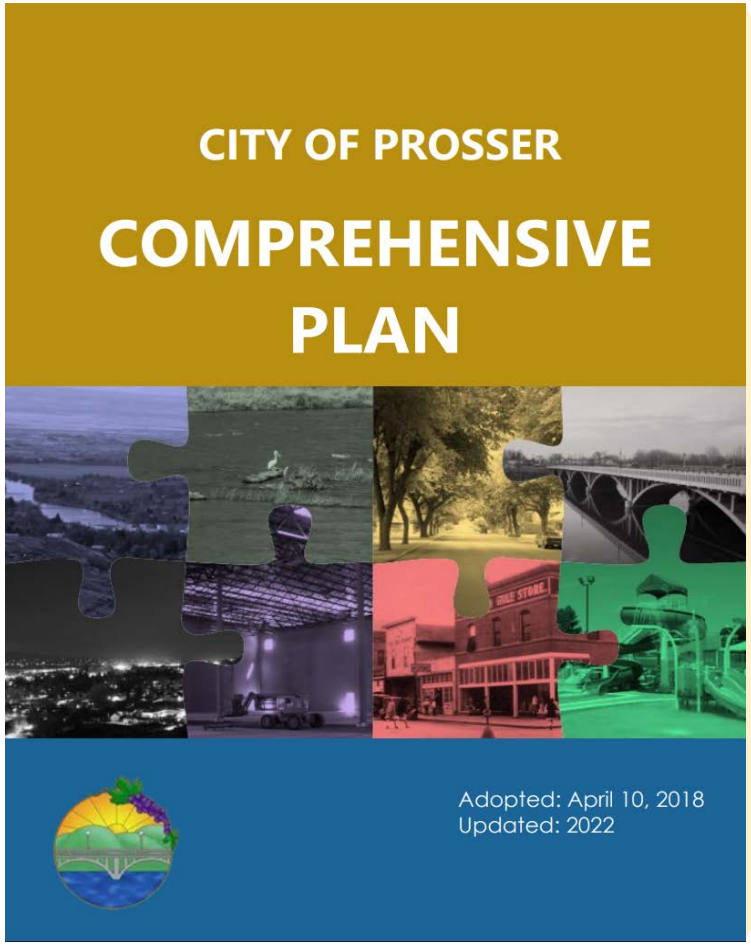
June 23, 2026

PROSSER Washington

PLAN PROSSER 2026

- Overview
- Follow up on previously discussed drafts
- Focus of Discussion:
  - Environment
  - Climate
  - Transportation
- Next Steps
- Discussion Items

Comprehensive Plan Periodic Update

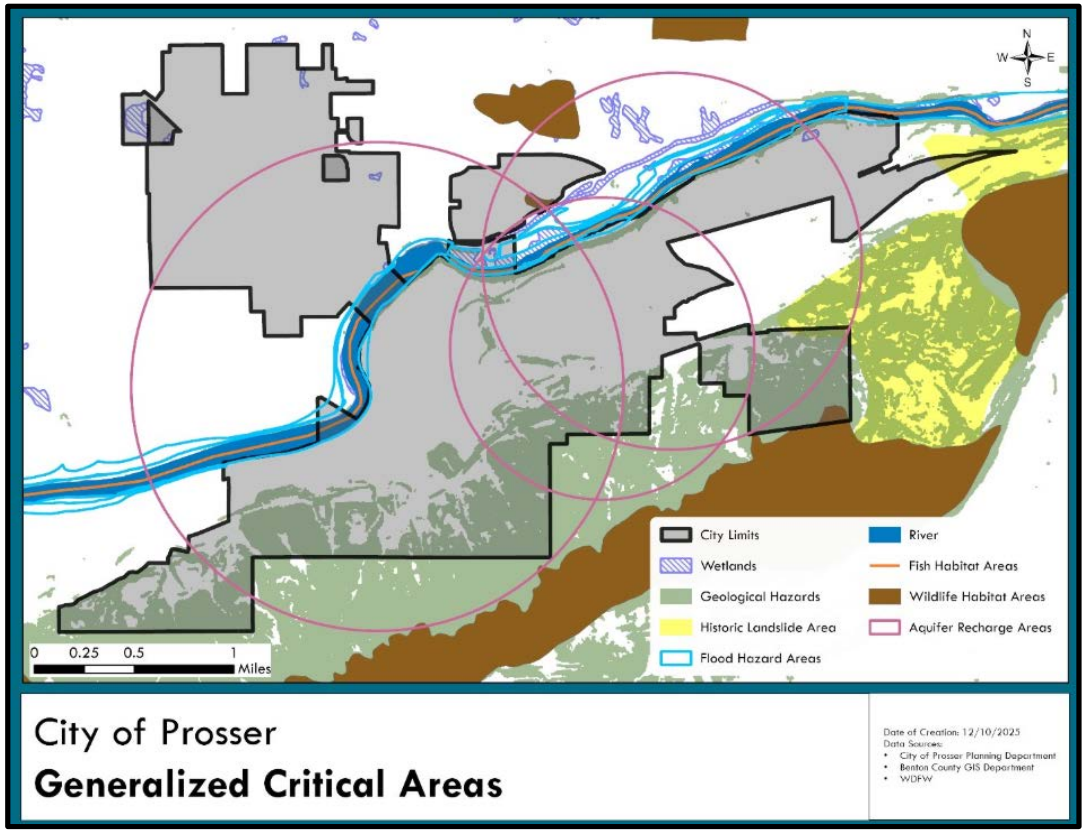


- Land Use
- Utilities
- Environment
- Housing
- Climate Change and Resiliency
- Historic Downtown
- Transportation
- Economic Development
- Tourism
- Capital Facilities
- Parks & Recreation

Required
Newly Required
Optional

Environment Element

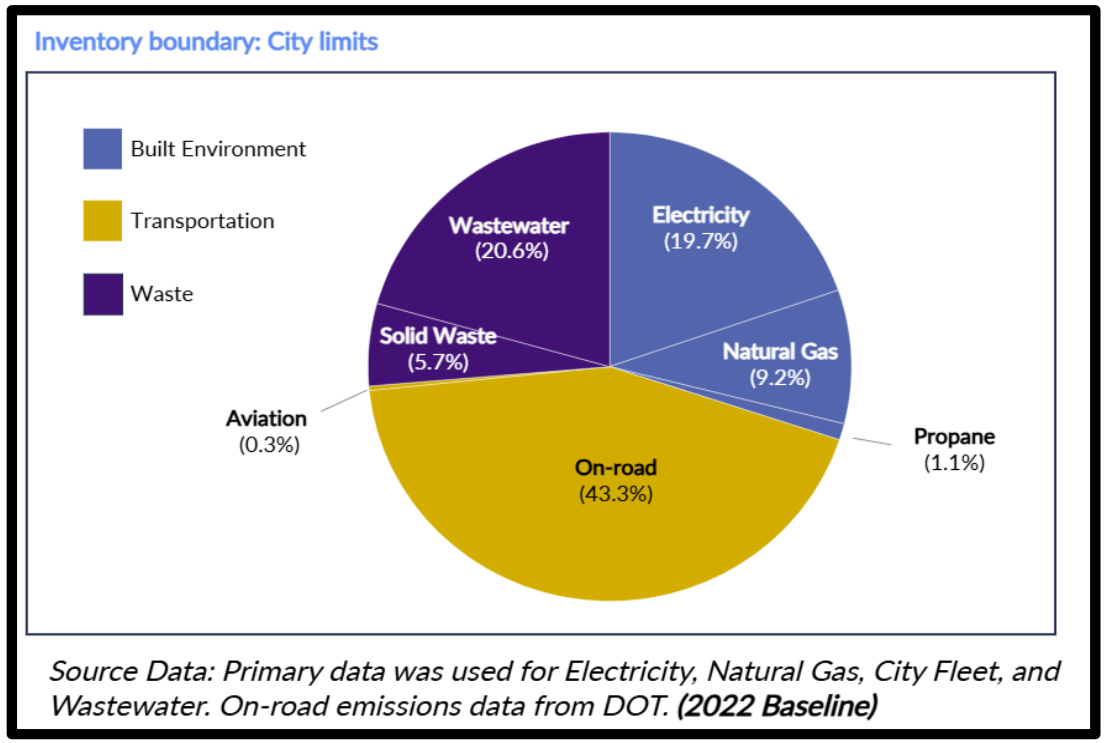
- The Environment Element includes a continuation of efforts to sustain the **Yakima River** and **Horse Heaven Hills**.
- Parameters for Fish and Wildlife Critical Areas have been updated through **Washington Department of Fish & Wildlife guidance**.
- Goals & Policies were updated to reflect findings from the Climate Element project, while **limiting major redundancies** between the two elements.
- The **Shoreline Management** section has remained the same as in the 2021 Comp Plan, as any changes would require a **separate amendment process.**



Revisiting the Climate Element

- Since the last Climate discussion with the Planning Commission, an error was found in the original GHG analysis (due to misunderstood information we received regarding the wastewater treatment plant).
- The corrected inventory shows far fewer emissions from the WWTP.

Old Numbers



Source Data: Primary data was used for Electricity, Natural Gas, City Fleet, and Wastewater. On-road emissions data from DOT. ***(2022 Baseline)***

New Numbers

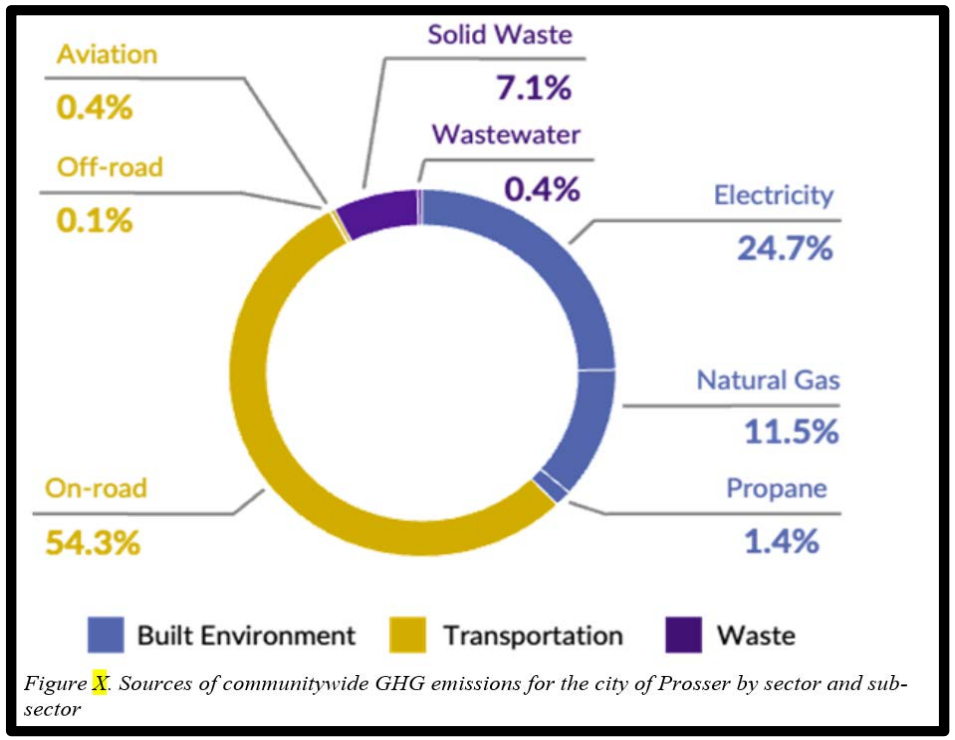
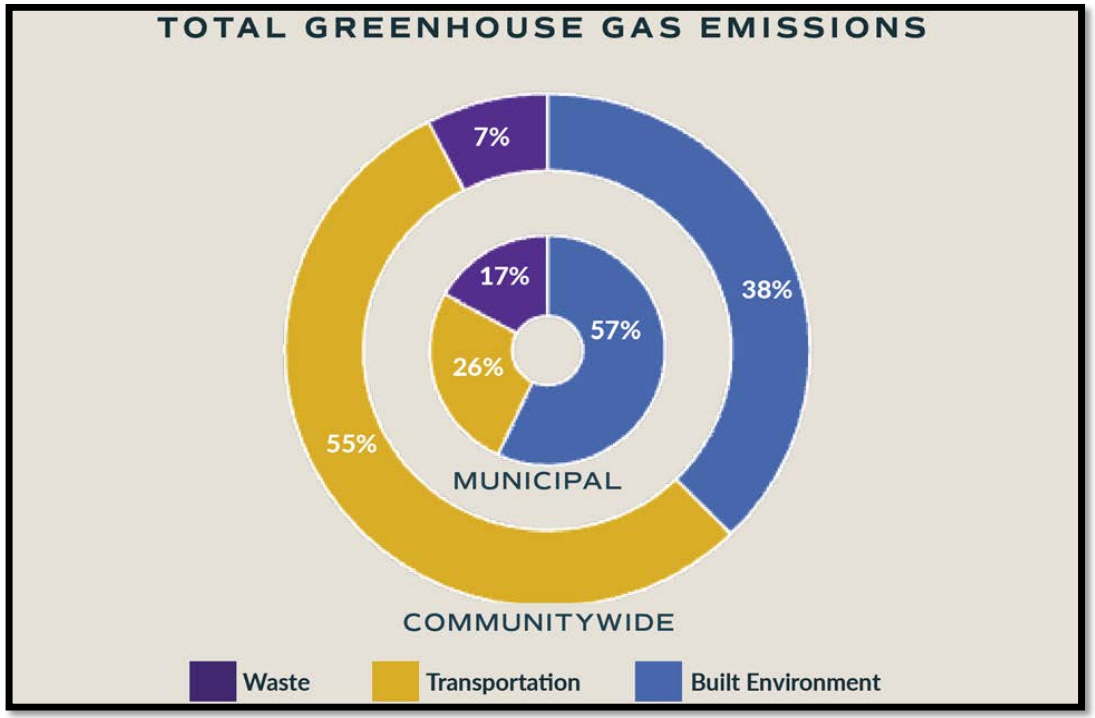


Figure X. Sources of communitywide GHG emissions for the city of Prosser by sector and sub-sector

GHG Emissions & Report

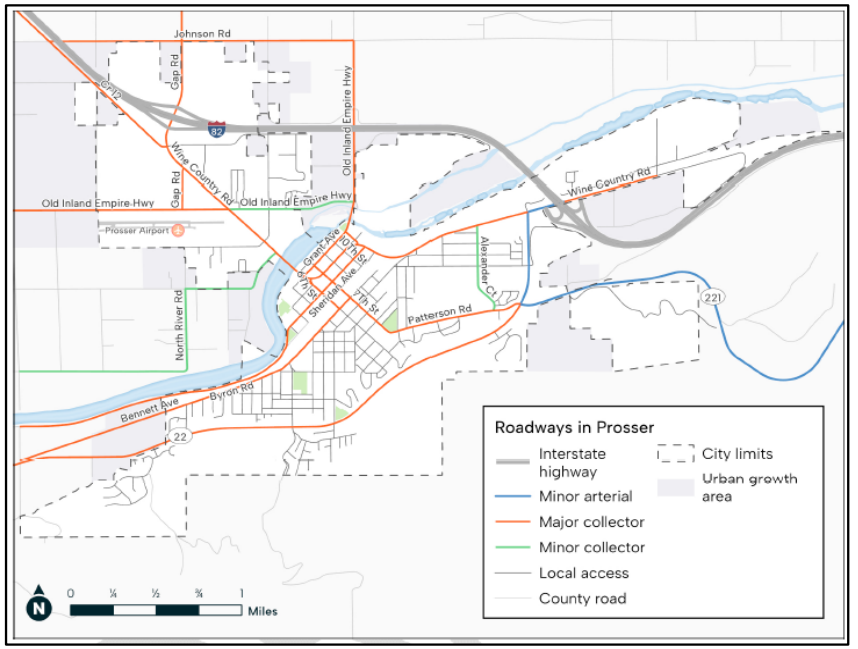
- Total Communitywide emissions is 22,849 metric tons of carbon dioxide equivalent.
- Climate work included inventories of municipal emissions and communitywide emissions.
- The graph below shows the combined emissions…

- The inventory was utilized to guide the priority actions and policy decisions to most effectively reduce the emissions.
  - These goals and policies are found in the draft Climate Element in your packet
- These numbers will continue to be tracked and report on the progress on reducing emissions in five years.
- The Methodology & Findings report is complete and includes:
  - a breakdown of methodology of how climate vulnerability was assessed,
  - a vulnerability matrix for all assets and people in the City of Prosser



Transportation Element

- This Element is a required component of a Comprehensive Plan under Washington's Growth Management Act (GMA) and serves as the framework for coordinating land use, transportation investments, and mobility needs.
- **Requirements include:**
  - Establishing a transportation system that supports the community's planned land use pattern and future growth.
  - Inventory and analysis of existing and future transportation facilities and services, including roads, transit, pedestrian, bicycle, and freight systems.
  - Identification of transportation needs, deficiencies, and improvements necessary to accommodate projected growth.
  - Financial plan that identifies transportation projects, funding sources, and strategies to ensure improvements are financially feasible.
  - Ensuring transportation facilities and services are available or planned to be available to serve new development consistent with GMA requirements.



This element underwent significant updates to ensure compliance with current GMA requirements and address community's future transportation needs.

Next Steps

- Implement comments from this meeting into the drafts.
- Finalize full design layout of the Comprehensive Plan.
- Return to Planning Commission with updated drafts.
- Send Plan to the WA Department of Commerce for 60-day review.

Discussion Items

- Is there any natural resources in/around Prosser that should be highlighted more in the Environment Element?
- Do you have any comments, concerns, or suggested revisions to the Transportation goals and policies?

City of Prosser
2026 Comprehensive Plan
Environment Element

5/13/2026

FINAL DRAFT

Introduction

Prosser is home to many unique topographical and ecological assets that significantly contribute to the city's culture, identity, and economy. The Yakima River and its floodplains, the rolling Horse Heaven Hills, and many other natural resources provide a variety of ecosystem services that benefit citizens and wildlife alike. The City of Prosser recognizes there is a link between a healthy environment and overall quality of life. It is important to not only protect and preserve the environment, but to allow for its enjoyment and use by current and future generations.

As Prosser's growth threatens to impact these natural resources, the City is dedicated to implementing policies that integrate environmental protection into the development process. These environmental policies work in conjunction with those in the Climate Element of this plan. While this element covers a broad framework of environmental protection, the **Climate Element** is primarily focused on addressing local climate hazards and building community resilience. Both elements provide unique insights and policies that are interrelated, not just to one another but also throughout all elements of a comprehensive plan. The following goals and policies reinforce Prosser's commitment to protecting, enhancing, and preserving natural resources in sustainable and meaningful ways.

Critical Areas

According to the Washington State Department of Ecology, critical areas are defined as "areas with critical recharging effect on aquifers used for potable water, fish and wildlife habitat conservation areas, frequently flooded areas, geologically hazardous areas, and wetlands." Within Prosser, these critical areas are regulated through the City's Critical Areas Ordinance (CAO) to protect public health, safety, environmental functions, and natural resources while guiding future growth and development. Critical areas identified within and around Prosser include wetlands associated with the Yakima River corridor, fish and wildlife habitat conservation areas, critical aquifer recharge areas, geologically hazardous areas such as erosion-prone slopes, and frequently flooded areas. The CAO establishes standards for the identification, protection, mitigation, and management of

these environmentally sensitive areas to ensure compliance with the Washington State Growth Management Act and related state environmental regulations.

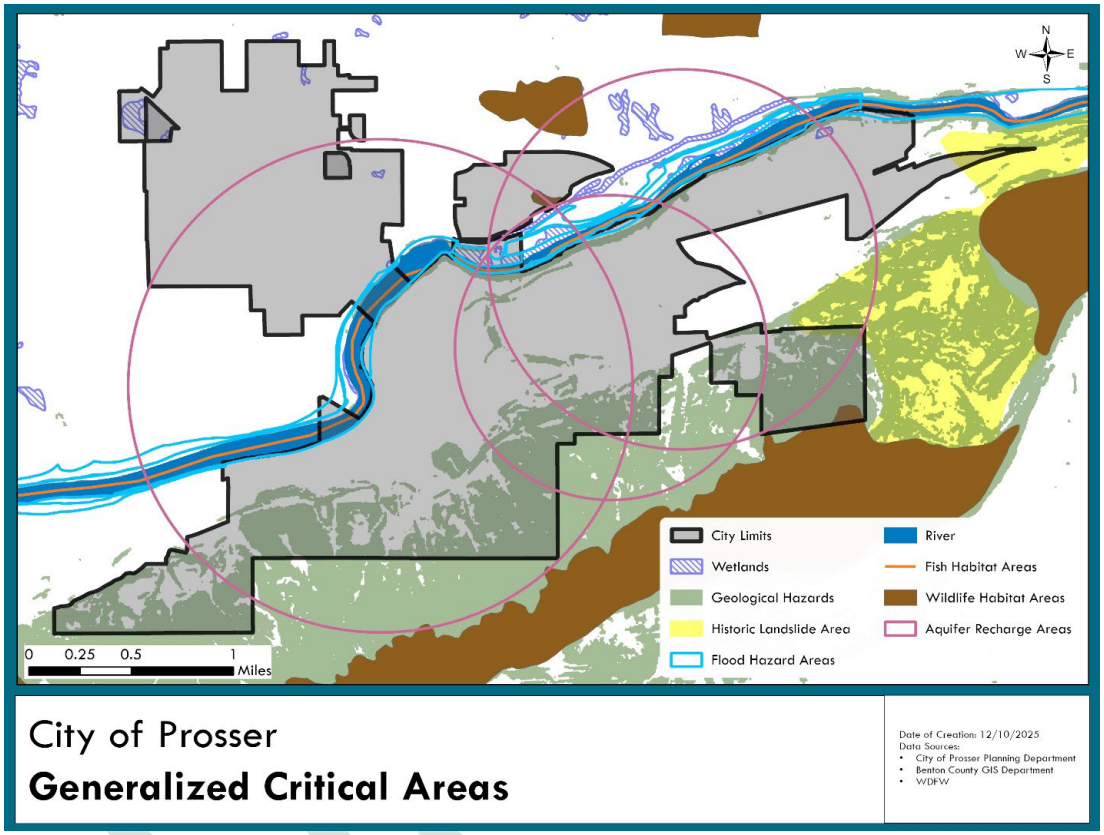


Figure 1: Generalized Critical Areas in Prosser

Hillside And Ridgeline Preservation

The backdrop of Prosser is the Horse Heaven Hills to the south. The scenic hillside and ridgeline are cultural assets that should be protected and preserved from development that may detract from their natural beauty, ecological functions, and visual character. The area also contains shrubsteppe habitat, which the Washington Department of Fish and Wildlife defines as a native ecosystem characterized by sagebrush, bunchgrasses, and a diversity of wildlife species adapted to arid conditions. Shrubsteppe habitat has experienced substantial decline throughout Washington State due to agricultural

conversion, infrastructure development, invasive species, and wildfire, making the remaining habitat areas regionally significant for biodiversity and ecological connectivity. Protecting future development from wildfires should be a consideration for preserving both the natural landscape and sensitive shrubsteppe habitat.

The Hillside is generally considered to be the area south of Prosser city limits between Lincoln Grade and State Route 221.

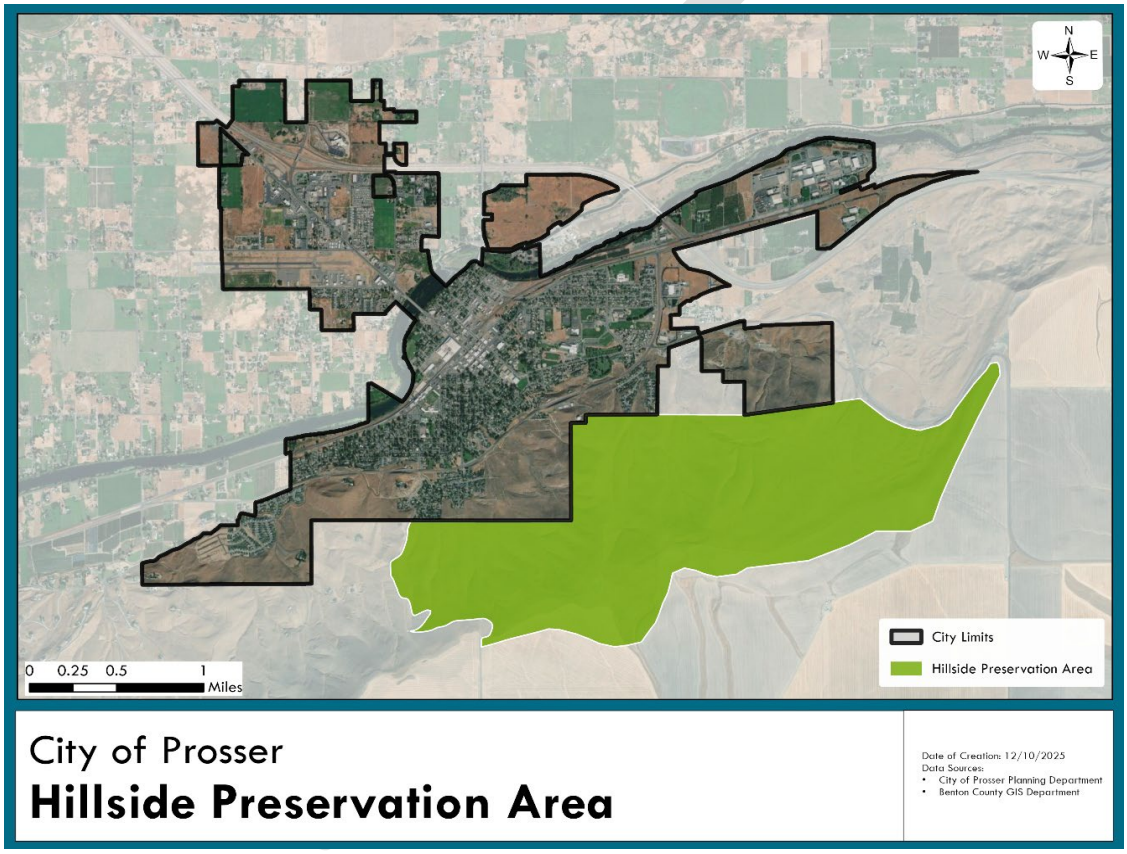


Figure 2: Hillside Preservation Area

Community Values & Vision

Community feedback gathered during the Comprehensive Plan update process emphasized the importance of balancing growth with preservation of Prosser's character, environmental resources, and quality of life. Increased river access, trail improvements, shade trees, and preservation of open spaces were identified as priorities that contribute to both environmental quality and community livability. Residents also emphasized the importance of protecting the Yakima River and Horse Heaven Hills, while maintaining open space and access as development occurs. Public comments strongly supported retaining the Hillside Preservation zone and conserving the area's natural landscape, shrubsteppe habitat, and scenic character. Community members expressed concerns regarding urban sprawl, increased traffic, infrastructure capacity, and wildfire risk associated with future development, while advocating for growth strategies that prioritize redevelopment within existing developed areas. Overall, the community expressed a desire for future growth that is environmentally responsible and reflective of Prosser's natural setting.

Figure 3: Yakima River and Hillside Preservation Area (Source: Sveta Imnadze)

Environment Goals & Policies

GOAL E-1: Preserve and protect the natural environment ensuring natural resources are available for the use and enjoyment of future generations.

Policy E-1.1. Use the best available science in all aspects of planning and permitting, mitigation, delineation, and developing regulations.

Policy E-1.2. Protect key significant wildlife habitats as designated critical areas, open space, and wetland areas.

Policy E-1.3. Ensure the preservation of a variety of habitat types, sizes, and locations.

Policy E-1.4. Regulate any impacts or disturbances of wetlands and wetlands vegetation and the surrounding riparian buffer.

Policy E-1.5. Maintain the following areas as fish and wildlife critical areas while updating along with the best available science:

- Areas in the WDFW “Priority Habitats and Species List” which is updated periodically;
- Habitats of local importance including, but not limited to, areas designated as priority habitat by the Department of Fish and Wildlife;
- Naturally occurring ponds under 20 acres and their submerged aquatic beds that provide fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds;
- Waters of the state, including lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses within the jurisdiction of the state of Washington;
- Lakes, ponds, streams, and rivers planted with game fish by a governmental or tribal entity;

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- State natural area preserves and natural resource conservation areas; and
- Land essential for preserving connections between habitat blocks and open spaces.

Policy E-1.6. Identify natural drainage ways and educate the public on their roles of importance in the area.

Policy E-1.7. Designate as “Geologically hazardous” critical areas, areas that may not be suited to development consistent with public health, safety, or environmental standards because of their susceptibility to erosion, sliding, earthquake, or other geological events while updating with best available science (BAS).

GOAL E-2: Mitigate adverse environmental impacts.

Policy E-2.1. Require mitigation of impacts from development adjacent to critical areas.

Policy E-2.2. Establish and update regulations that require engineering, architectural, or geo-technical investigations and certifications of approval of development permits or authorizations to proceed in hazardous areas.

Policy E-2.3. Identify and designate "Aquifer recharge critical areas" lands that, due to the presence of certain soils, geology, and surface water, act to recharge ground water by percolation.

Policy E-2.4. In aquifer recharge critical areas, restrict development (except for City wells) that significantly degrades or depletes surface waters or groundwater.

GOAL E-3 Protect the hillside and ridgeline as cultural resources that should be preserved for future generations.

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Policy E-3.1. Work with Benton County to maintain hillside and ridgeline protection in areas beyond city limits and the Urban Growth Area (UGA), yet visually and culturally enhance Prosser and its citizens.

Policy E-3.2. Protect views and features that are unique to the Prosser area.

Policy E-3.3. Plan for acquisition of undeveloped ridgelines and hillsides surrounding Prosser to preserve them from development that will fundamentally change the landscape and natural features of the area.

Policy E-3.4. Create a conservation plan for the managed use of the hillside.

Goal E-4: Support the conservation-designated Natural Resource areas.

Policy E-4.1. Recognize natural resource lands are essential for the long-term viability of Prosser.

Policy E-4.2. Support the designation of natural resource areas in the county comprehensive plan and avoid actions that may result in converting agricultural lands to non-agricultural related uses.

Policy E-4.3. Require all plats, short plats, development permits, and building permits issued for development activities on or within 500 feet of lands designated as mineral resource lands contain a notice that the subject property is within or near designated agricultural lands, or mineral resource lands on which a variety of commercial activities may occur that are not compatible with residential development.

SHORELINE MANAGEMENT GOALS & POLICIES

The City of Prosser recognizes the intent of the voters and Legislature in adopting the Shoreline Management Act of 1971 (SMA) and adopts by reference the finding that Washington's shorelines are among the state's most valuable and fragile natural resources. The City acknowledges the increasing development pressures on shorelines and the need for coordinated management to ensure their protection, restoration, and appropriate use. The SMA's primary objectives are to protect and restore shoreline resources while allowing reasonable and appropriate water-dependent uses and public enjoyment. To carry out this mandate, the SMA establishes a cooperative planning and regulatory framework implemented at the local level under state guidance.

Local governments are required to develop shoreline master programs (SMPs) and regulate shoreline development through a permit system, while the Washington State Department of Ecology oversees local actions, approves SMPs, and reviews permits, variances, and conditional uses. Collectively, local SMPs form the State Shoreline Master Program.

Prosser adopted its first SMP in 1973 with citizen involvement and has amended it periodically since. For this comprehensive update, the City completed an inventory of shoreline natural features, land uses, and ownership to inform policies and regulations. Developed with input from citizens, agencies, and stakeholders, this SMP serves as a planning guide and regulatory framework, including goals, policies, shoreline environment designations, use regulations, and administrative provisions.

The City's shorelines consist of the Yakima River and associated areas, including floodways, lands within 200 feet of the ordinary high-water mark, floodplains extending up to 200 feet from floodway edges, and related wetlands. The City includes the minimum shoreline jurisdiction required under RCW 90.58.030.

Goal SH-1: Ensure appropriate conservation and development of the City of Prosser's shorelines by allowing those uses which are water-dependent, as well as other development which provides an opportunity for a substantial number of

people to enjoy the shorelines. This should be done in a manner which will achieve an orderly balance of shoreline uses that improves the quality of the environment.

Policy SH-1.1. Ensure that all uses and developments do not result in a net loss of shoreline ecological functions.

Policy SH-1.2. Accommodate water-dependent and associated water-related uses that are the highest priority for shorelines unless protection of the existing natural resource values of such areas precludes such uses.

Policy SH-1.3. Accommodate water-related and water enjoyment uses that are compatible with ecological protection and restoration objectives as the second highest priority.

Policy SH-1.4. Limit non-water-oriented uses to those locations where access to the water is not practical or where the non-water-oriented use contributes to the objectives of the SMA in providing ecological restoration and public access.

Policy SH-1.5. Reserve the shoreline areas for uses which allow optimal uses for future generations by recognition of potential long-term benefits to the public, and discouragement of short-term gain or convenience.

Policy SH-1.6. Provide site development performance standards and other appropriate criteria to developers indicating acceptable standards to be achieved.

Policy SH-1.7. Allow multiple uses of shoreline areas where integration of compatible uses or activities is feasible.

Policy SH-1.9. Allow uses, on a specified interim basis, which are not shoreline related, if not permanent and if not requiring permanent modifications of natural

shorelines.

Policy SH-1.10. Respect private property owner's rights when drafting development regulations for use of the shorelines.

Goal SH-2: Give priority to those industrial, commercial, and recreational developments that are particularly dependent on their location on the City of Prosser's shoreline. Encourage development that will provide the public with an opportunity to enjoy the shorelines. No net loss of ecological function is envisioned in the implementation of this goal.

Policy SH-2.1. Minimize the adverse effects of new commercial, industrial, and recreational development upon the physical environment and natural processes, through careful siting and design.

Policy SH-2.2. Locate commercial and industrial development as infill in areas already developed as a first priority, so long as such areas have not reached their functional capacity.

Policy SH-2.3. Locate new commercial, industrial, and recreational activities in areas with existing public services as a second priority.

Policy SH-2.4. Provide for effective flood protection for the City of Prosser.

Goal SH-3: Develop safe, convenient, and diversified shoreline circulation systems to assure efficient movement of goods and people with minimum disruptions to the shoreline environment and minimum conflict between the different users.

Policy SH-3.1. Locate and design major circulation systems well away from the

shoreline, except for necessary crossings, so that natural shorelines remain substantially unmodified.

Policy SH-3.2. Encourage existing corridors for transportation facilities along shorelines to better accommodate public access to the shoreline and provide safe overcrossings to shoreline public access facilities.

Policy SH-3.3. Encourage joint uses of any necessary roads.

Policy SH-3.4. Encourage alternate modes of transportation, such as pedestrian and bicycle to the shoreline.

Goal SH-4: Assure protection, preservation, and restoration of City of Prosser's, fragile and scenic nonrenewable resources, while encouraging the best management practices to assure no net loss of shoreline ecological functions.

Policy SH-4.1. Existing natural resources should be conserved through regulatory and non-regulatory means that may include:

- Implementation of the Comprehensive Plan, local development regulations, and state, tribal, and federal programs;
- Regulation of development within the shoreline jurisdiction;
- Ecologically sound design;
- Restoration programs; and
- Education programs.

Policy SH-4.2. Provide for the use of shoreline and floodplain related resources without harming other natural systems or the overall quality of the natural environment.

Policy SH-4.3. Effectively manage natural features and resources as well as scenic vistas, parkways, and habitats of rare or endangered species.

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Policy SH-4.4. Preserve the scenic and aesthetic qualities of shorelines, floodplains, and vistas.

Policy SH-4.5. Provide for restoration of degraded ecological functions through appropriate regulations, including emphasis on non-water-dependent uses and as part of publicly-funded facilities.

Goal SH-5: Ensure safe, convenient, and diversified access for the public to the publicly-owned shorelines of the City of Prosser and assure that the intrusions created by public access will recognize the rights of private property owners, and will not adversely affect fragile natural areas.

Policy SH-5.1. Provide public access consistent with the existing character of the shoreline and with consideration of opportunities and constraints for physical and visual access, as well as consideration of ecological functions and public safety.

Policy SH-5.2.Increase public access to and along the water's edge available throughout publicly-owned shoreline areas, although direct physical access to the water's edge may be restricted to protect shoreline ecological values.

Policy SH-5.3. Future developments and redevelopments shall not adversely affect existing public access, and should provide new opportunities for the public to reach, touch, and enjoy the water's edge.

Policy SH-5.4. Public access should be located, designed, developed, and maintained in a manner that enhances the natural environment.

Policy SH-5.5. Purchase, or otherwise make available to the public, shoreline properties if their value for public use merits such action.

Policy SH-5.6. Existing highway and railroad corridors along shorelines should better accommodate public access to the shoreline and provide safe overcrossings to shoreline public access facilities.

Policy SH-5.7. Coordinate shoreline public access with local, state, and federal agencies.

Policy SH-5.8. Respect and protect the enjoyment of private rights in shoreline property when considering public access development.

Goal SH-6: Provide additional opportunities for diverse forms of public recreation and improvement of present facilities.

Policy SH-6.1. Identify, obtain, preserve, and protect areas with high values for recreation.

Policy SH-6.2. Consider allowing recreational uses as part of private development where compatible with other uses and activities.

Policy SH-6.3. Provide a balanced choice of recreational opportunities, including those requirements of the elderly and the physically challenged.

Policy SH-6.4. Cultivate innovative and cooperative techniques among public agencies and private persons or groups which increase and diversify recreation opportunities.

Policy SH-6.5. Allow compatible recreational uses including bicycle and foot-paths in transportation and utility corridors where feasible.

Policy SH-6.6. Locate, design, and operate recreation facilities in a manner consistent with the purpose of the environment designation in which they are

located so that no net loss of shoreline ecological functions or ecosystem-wide processes result.

Policy SH-6.7. Coordinate with local, state, and federal agencies so that shoreline recreational developments are consistent with the City and Regional Parks Recreation, Open Space and Trails Plan.

Goal SH-7: Protect, preserve, and encourage restoration of those sites and areas on the shoreline which have significant historical, cultural, educational, or scientific value.

Policy SH-7.1. Identify historic, cultural, and archaeological resources within the shoreline in cooperation with federal, state, local, and tribal agencies.

Policy SH-7.2. Plan for preservation of significant historic, scientific, and educational areas of the shoreline while providing for public use and enjoyment of such areas.

Policy SH-7.3. Preserve for the public benefit, with opportunity for appropriate public utilization significant historic, scientific, and educational areas of the shoreline.

Policy SH-7.4. Ensure that the review and construction of development permits includes professional assessment of historic, cultural, and archaeological resources and that such resources are preserved or conserved in compliance with applicable laws.

Goal SH-8: Minimize flood hazards to human life and to property while enhancing the ecological processes of the shoreline.

Policy SH-8.1. Manage flood protection through implementation of the City's

DRAFT

Comprehensive Plan, stormwater regulations, and the regional flood hazard control plans for the Yakima River.

Policy SH-8.2. Protect existing development and restore floodplain and channel migration functions to the extent feasible.

Policy SH-8.3. Integrate bioengineering and/or soft engineering approaches where feasible into local and regional flood control measures, infrastructure, and related capital improvement projects.

Policy SH-8.4. Prohibit development within the floodplains associated with the City's shorelines that would individually or cumulatively result in an increase to the risk of flood damage while preserving the rights of individual property owners.

Policy SH-8.5. Support measures to increase the natural functions of floodplains including flood storage, off-channel habitat, associated wetlands, and buffers of native vegetation.

NATURAL RESOURCE AREAS

Goal NR-1: Support the conservation-designated Natural Resource areas in the Prosser area.

Policy NR-1.1. Recognize that natural resources, defined as agricultural lands, or mineral resource lands, are essential for the long-term viability of Prosser.

Policy NR-1.2. Support the designation of natural resource areas in the county comprehensive plan and avoid actions that may assist in converting agricultural lands to non-agricultural related uses.

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Storm And Surface Water Management

Goal SW-1: Manage storm and surface water flows in a manner that reduces risk of contamination to aquifers and surface water bodies.

Policy SW-1.1. The City should consider developing and implementing a Stormwater Management Program (SWMP) as needs change.

Policy SW-1.2. Design the SWMP to reduce the discharge of any pollutants to the Maximum Extent Practicable (MEP), by applying All Known, Available, and Reasonable methods of prevention, control and Treatment (AKART) prior to discharge.

Policy SW-1.3. Implement a public participation program as part of the SWMP.

Policy SW-1.4. Detect and eliminate illicit discharges.

Policy SW-1.5. Review development proposals to reduce discharges of pollutants from the development to the Maximum Extent Practicable (MEP), by applying AKART prior to discharge.

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City of Prosser
2026 Comprehensive Plan
Climate Element

5/13/2026

FINAL DRAFT

Acknowledgements

The City of Prosser 2024 Climate Change Planning Grant is supported with funding from Washington's Climate Commitment Act (CCA). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

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Introduction

The City of Prosser is actively addressing climate change by both reducing greenhouse gas emissions and advancing goals and policies that minimize risks to people, infrastructure, natural resources, and the local economy.

In 2023, the Washington State Legislature passed House Bill 1181, which amended the state's Growth Management Act (GMA) to require local jurisdictions to integrate climate change considerations into their comprehensive plans. These updates are codified in RCW 36.70A.070 and establish two new required components: a greenhouse gas emissions reduction sub-element and a climate resilience sub-element.

The goals and policies in this chapter were co-created by City leaders and the City of Prosser's Climate Advisory Team (CAT) – a volunteer committee consisting of members of the Prosser community from various sectors including agriculture, economic development, utilities, transportation, public health, education, environmental conservation, seniors, and community-based organizations supporting low-income residents. Members of the Yakama Nation Fisheries Department also participated on the advisory team.

The development of these goals and policies was informed by a robust community engagement process, including monthly meetings with the Prosser Climate Advisory Team, one-on-one interviews with subject matter experts, in-person workshops, and two online public surveys.

Glossary

Built-canopy structures – man-made features such as awnings, overhangs, and covered walkways that provide shade and weather protection, enhance pedestrian comfort, and contribute to the overall usability and character of streets and public spaces.

Climate Resilience – "The ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts to our natural systems, infrastructure and communities" (WA State Department of Commerce).

Complete streets – a transportation planning approach that designs and manages streets to safely accommodate all users, including pedestrians, bicyclists, transit riders, and motorists, by providing accessible, connected, and multimodal infrastructure that supports safe and efficient travel.

Commute trip reduction (CTR) – a transportation strategy that encourages reducing single-occupancy vehicle commutes by promoting alternatives such as transit, carpooling, bicycling, walking, telework, and flexible schedules to help decrease congestion, improve air quality, and support more efficient transportation systems.

Critical areas – environmentally sensitive areas defined under the Washington GMA, including wetlands, fish and wildlife habitat, frequently flooded areas, geologically hazardous areas, and critical aquifer recharge areas, that counties and cities must identify, protect, and manage to maintain public safety, environmental health, and long-term ecosystem function.

Disproportionately Exposed – individuals or communities that experience higher levels of contact with climate hazards—such as extreme heat, wildfire smoke, or flooding—due to physical location or environmental conditions. These populations include underhoused populations, first responders, outdoor workers and farmers, athletes, and communities of color (Adapted from the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR6) Glossary and Washington State Department of Health Climate and Health Profiles).

Disproportionately Susceptible – refers to individuals or groups who are more likely to suffer serious health or social consequences from climate change due to age, health status, income, or lack of access to resources. These populations include children, seniors, people with pre-existing health conditions, and people with a lack of access to healthcare or transportation (Adapted from the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR6) Glossary and Washington State Department of Health Climate and Health Profiles).

Greenhouse gas (GHG) emissions– Gases emitted by human activity that trap heat in the atmosphere and warm the planet, including carbon dioxide, methane, and nitrous oxide.

Transit-oriented development (TOD) – a planning approach that concentrates housing, jobs, and services within walkable, compact areas surrounding high-quality public transit to reduce car dependence and support sustainable, efficient land use.

Urban Growth Area (UGA) – a designated boundary established under Washington's GMA through collaboration between counties and their cities, identifying where urban development will occur so that growth is efficiently served by urban services while rural and resource lands outside the UGA are protected.

Urban Heat Island – a phenomenon in which urban areas experience higher temperatures than surrounding rural areas due to heat-absorbing surfaces, limited vegetation, and concentrated human activity, resulting in increased cooling demand, health risks, and environmental impacts.

Watershed-scale processes – the interconnected cycle of water through a drainage basin. Key steps in the cycle include precipitation, infiltration, percolation, groundwater flow, and evapotranspiration. This cycle is vital to maintain and support ecosystems.

Vision

The City of Prosser is committed to building a resilient future by protecting our environment, safeguarding our community and economy from climate hazards, and promoting sustainable, inclusive growth. We will prioritize actions that are effective, affordable, and equitable — especially for those most at risk—while preserving our ecosystems and guiding development that allows people and habitats to thrive.

City of Prosser's Guiding Principles for Climate Planning

The City of Prosser is dedicated to fostering a resilient and sustainable community that promotes the well-being of its residents, supports a thriving economy, and preserves natural resources. Members of the Climate Advisory Team (CAT) emphasized the importance of ensuring that the climate goals and strategies outlined in this plan are both effective and affordable. They also stressed that Prosser must build resilience to help both its own community and neighboring communities mitigate the risks associated with climate change. Guided by these values, the CAT developed a set of principles to inform the goals and strategies presented in this Climate Element.

- Take action that is effective, affordable, efficient, and sustainable
- Protect and preserve the environment and local ecosystems
- Mitigate climate hazards to reduce risks to the local economy and public health
- Prioritize resilience efforts for community members, especially those most at risk
- Ensure that future land use and growth reduce both pollution and vulnerabilities

Current Conditions & Future Projections

To develop this Climate Element, the City of Prosser, in collaboration with the Climate Advisory Team (CAT), conducted two foundational assessments: a greenhouse gas (GHG) emissions inventory and a climate vulnerability assessment. The findings from these assessments directly informed the development of the goals, policies, and strategies outlined in this chapter. Drawing on this data, the City crafted targeted actions to reduce emissions and strengthen community resilience to climate hazards.

Greenhouse Gas Inventory

The City of Prosser undertook its first comprehensive Greenhouse Gas (GHG) Emissions Inventory in 2024, utilizing 2022 data to establish a baseline for future planning and policy development. The 2022 GHG Inventory reveals that Prosser's total communitywide emissions amounts to approximately 22,894 metric tons of carbon dioxide equivalent ($MTCO_2e$).

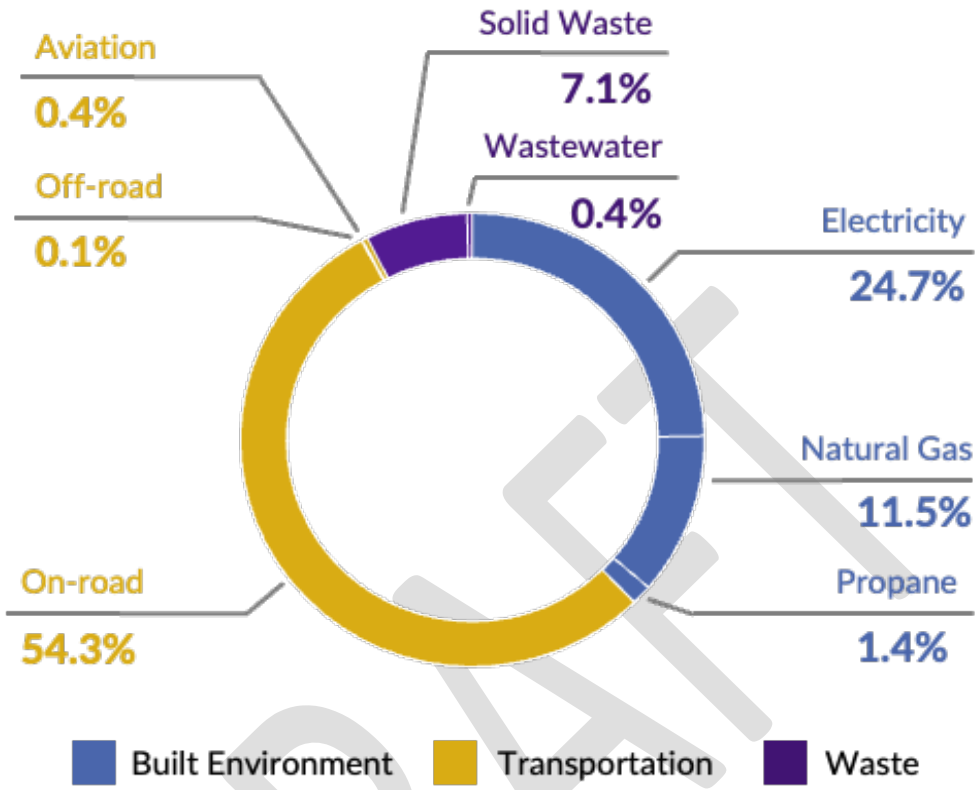

Figure 1. Sources of communitywide GHG emissions for the city of Prosser by sector and sub-sector

The primary sources of Prosser's communitywide emissions are the transportation sector (55%) and the built environment sector (38%). The waste management sector, including solid waste and wastewater treatment, contributes 7% of Prosser's communitywide emissions. Municipal operations account for 4% of the communitywide emissions, with wastewater treatment being the most significant source.

On-road transportation is the largest source of GHG emissions within the city boundaries. In addition to contributing to climate pollution, tailpipe emissions also expose people to hazardous pollutants such as carbon monoxide, nitrogen oxide, particulate matter, and sulfur dioxide. People living near high-traffic areas will experience compounded health impacts, especially during wildfire season. As seen in the map below, a 600 ft buffer zone (shown in blue) depicts the areas that are more likely to experience health impacts due to their close proximity to major traffic corridors. For Prosser, these corridors are not only I-82 and SR-22, but also the truck stops off of I-82 due to a higher number of vehicles staying idle for extended periods of time. The 600 ft buffer was derived from a 2014 EPA document detailing the impacts on air pollution and how

air quality can be influenced generally within 500-600 feet downwind of major roadways, with certain location-based variances.[1]

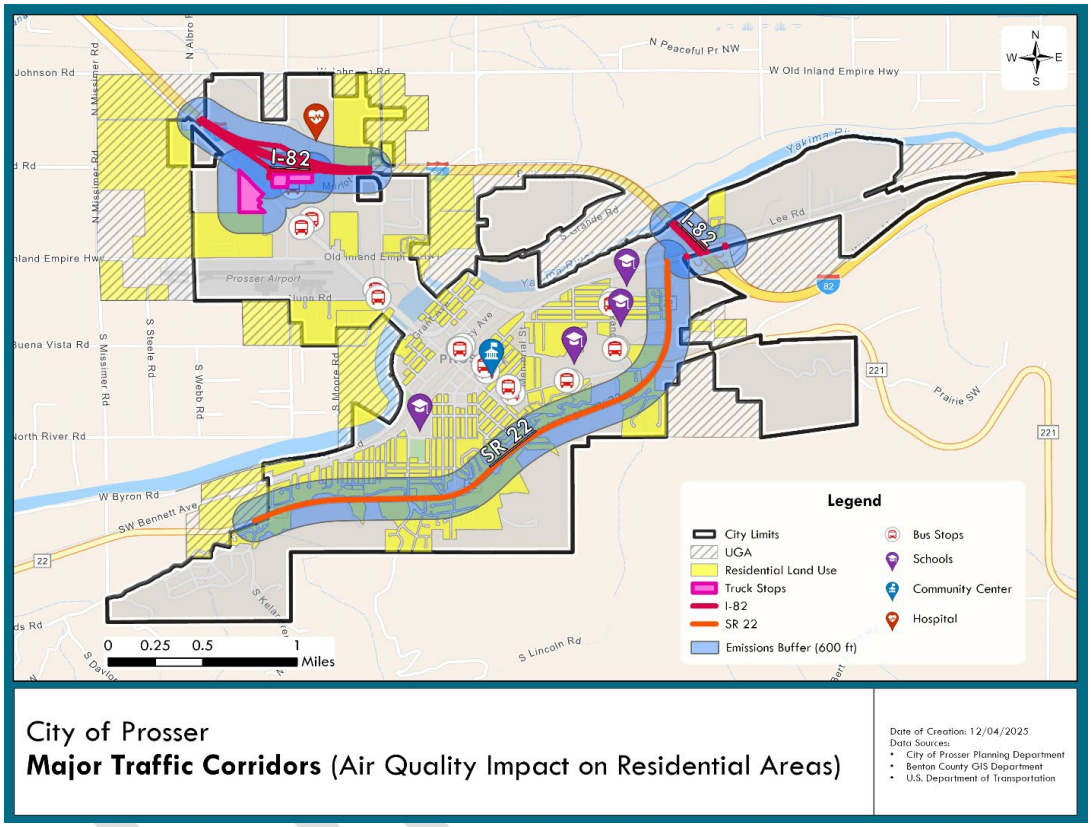

Figure 2. Major traffic corridors for the City of Prosser

See the Methodology & Findings Report in Appendix X, for more information on the City's GHG emissions.

[1] Near Roadway Air Pollution and Health: Frequently Asked Questions. Office of Transportation and Air Quality, United States Environmental Protection Agency (EPA). August 2014.

Climate Vulnerability Assessment

In addition to quantifying current emissions, the City of Prosser conducted a Climate Vulnerability Assessment to understand the potential future risks of climate change. The planning team utilized best available science under multiple climate scenarios to better understand how climate is expected to shift throughout this century. Future climate projections indicate that the Prosser area may experience an increase in average annual temperatures by up to 7.5°F by the end of the century. During this same period, average summer temperatures are expected to increase by 12°F from the historical average. This warming trend is expected to result in more frequent and severe heatwaves, with the number of days exceeding 100°F potentially increasing by 30 days annually. Such changes pose risks to public health, agriculture, infrastructure, and the economy.

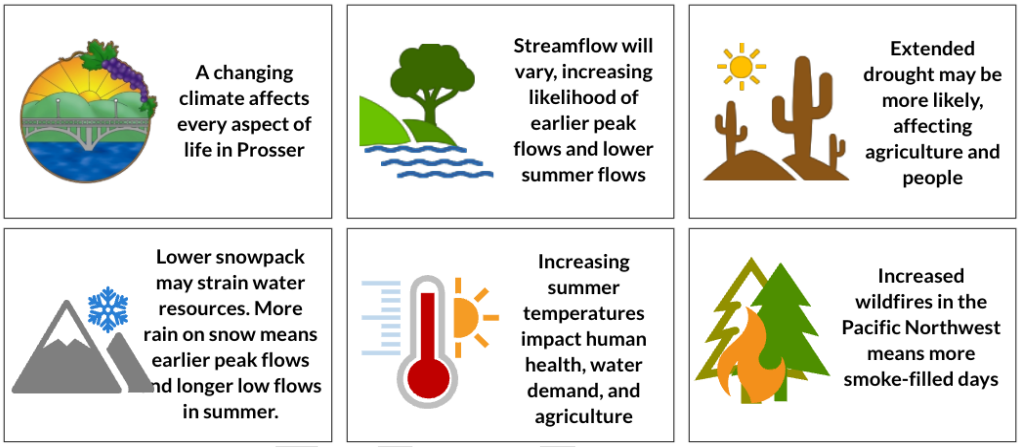

Figure 3. Summary of future climate impacts for the City of Prosser

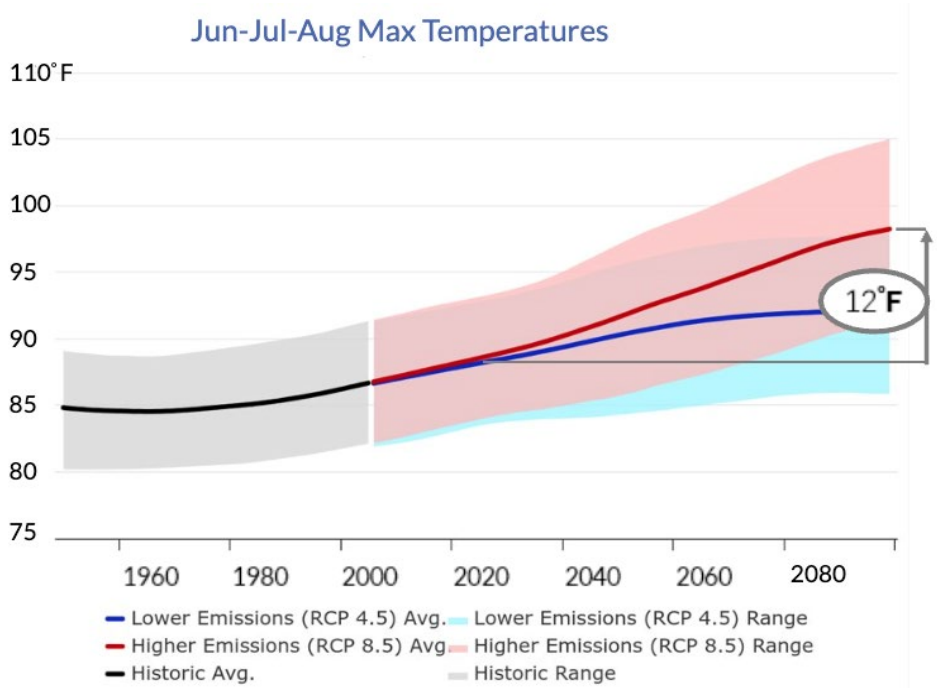

Figure 4. Projected change in maximum summer temperatures. Source: Climate Toolbox, *accessed Oct 2024*

Additionally, diminished snowpack and intensified drought conditions are expected to reduce aquifer levels and streamflow in the Yakima River, which is critical for irrigation and aquatic ecosystems. These hydrological and temperature changes will also increase wildfire risks in the region.

See the Methodology and Findings Report in Appendix X for more information on climate impacts in Prosser.

Climate Vulnerability for the Prosser Community

To better understand the risks posed by climate change the City of Prosser, in collaboration with the Climate Advisory Team (CAT), conducted a comprehensive climate risk and vulnerability assessment. Adapted from the U.S. Climate Resilience Toolkit and consistent with the Washington State Department of Commerce guidance, we used the following seven-step approach:

1. **Identify** future climate projections, key community assets, and non-climate stressors.
2. **Evaluate exposure and sensitivity** by analyzing how projected climate hazards may affect each asset.
3. **Assess probability** of climate hazards using best available science from tools such as the University of Washington's Climate Mapping for a Resilient Washington, the University

of California Merced's Climate Toolbox, and Washington State Department of Ecology reports, supplemented by local expertise.

4. **Determine magnitude of consequence** for each hazard, based on expert judgment from CAT members.
5. **Calculate risk ratings** by considering the likelihood of the climate impact affecting each asset and the magnitude of consequence should that impact occur.
6. **Assess adaptive capacity** by evaluating existing City policies, partnerships, and resources currently available to mitigate the potential risk.
7. **Determine vulnerability ratings** by considering assessed risk and adaptive capacity. Assets that ranked as having medium or high vulnerability are addressed through targeted strategies in the Climate Resilience Sub-Element.

Note: The word "asset" is used broadly in this context to refer to people, systems, infrastructure, and resources that have special significance to the community. The assets assessed through this process were identified by the City of Prosser in collaboration with the CAT.

Understanding the relative vulnerability of Prosser's assets provides a foundation for prioritizing actions that reduce climate risks and enhance community resilience.

See Appendix X to read the Methodology and Findings Report for additional details on the City's Climate Risk and Vulnerability Assessment

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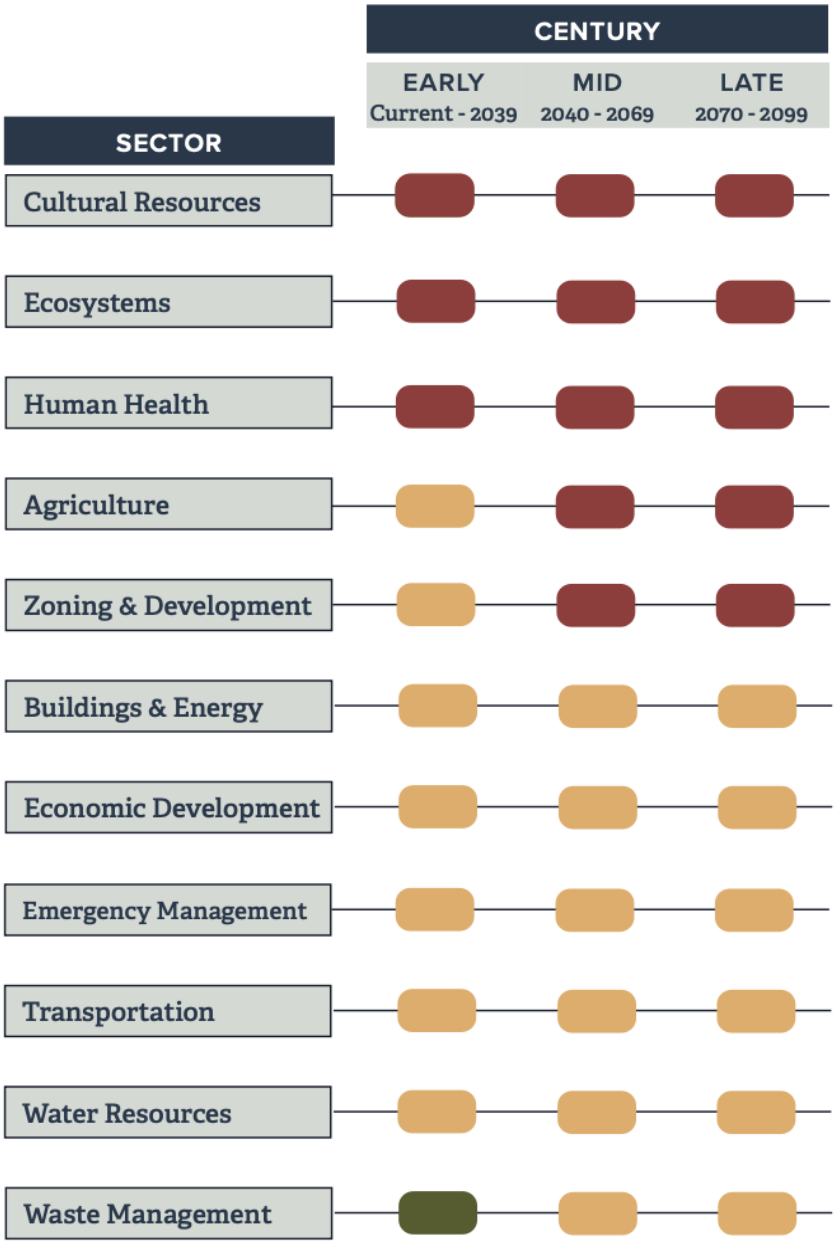

Figure 5. Vulnerability assessment results by sector

Wildfire Risk

Prosser has experienced multiple wildfires over the years due to its dry climate, surrounding grasslands, hilly terrain, and human activity. While not every fire has been large, wildfire activity occurs regularly enough to make it an ongoing community concern. *Figure 6* shows the annual probability of wildfire burning in Prosser, with the highest probability being primarily on the hillside of Horse Heaven Hills. The Burn Probability data comes from the USDA Forest Service's "Wildfire Risk to Communities" dataset, which models the likelihood of wildfire burning (Burn Probability) at any given location in a typical year using nationally consistent fire-behavior simulations. This dataset integrates fuels, vegetation, topography, and historical weather patterns to provide a reliable measure of annual wildfire likelihood.

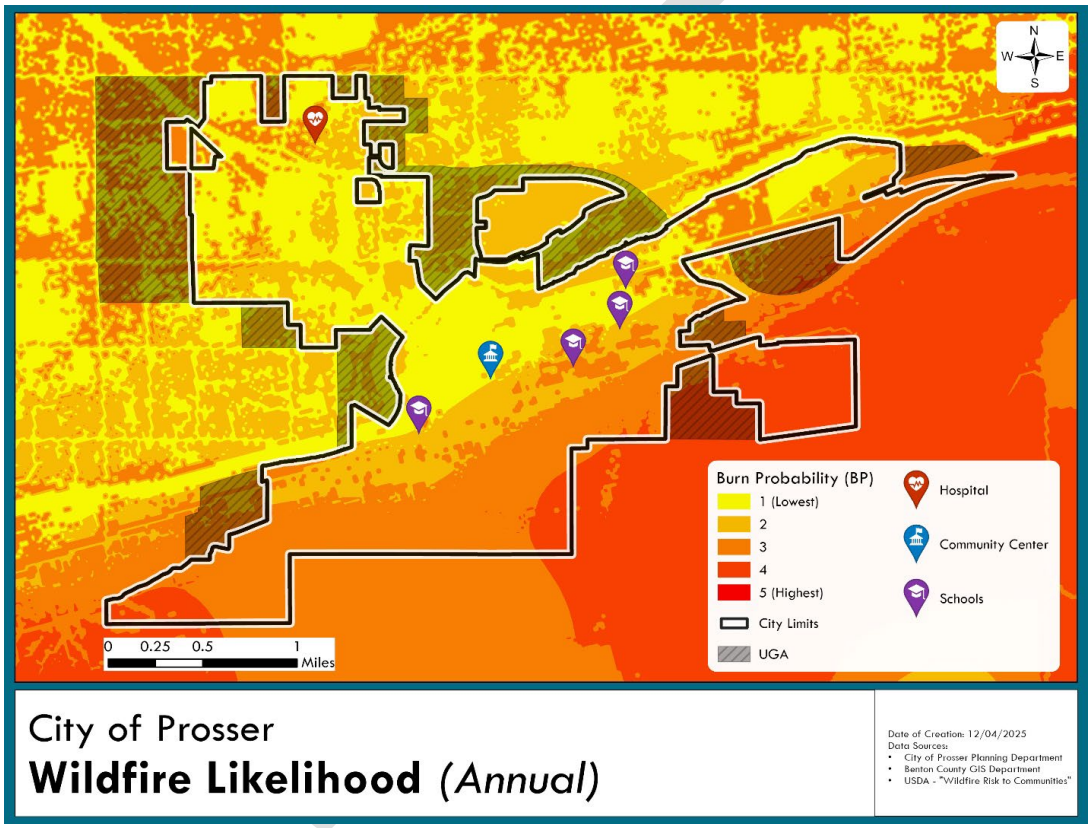

Figure 6. Wildfire likelihood (annual burn probability) map for the City of Prosser

Urban Heat Islands

As temperatures increase, heat island mapping becomes crucial for identifying areas of Prosser that will experience hotter temperatures. According to the U.S. Environmental Protection Agency, heat islands are urban areas that tend to be significantly warmer than more rural or vegetated areas. Structures such as buildings and parking lots absorb heat and trap it near the surface, whereas trees and green spaces have a more cooling effect on surface temperatures. However, barren land can also contribute to higher heat severity, such as on the southern hillside of the city. *Figure 7* below indicates the areas of Prosser most impacted by heat islands. The areas of the map that are not covered by the heat severity color-scale represent places that experience average temperatures for the City of Prosser. In other words, the uncolored areas of the map do not experience elevated temperatures from the heat island effect. The heat severity scale shows how hot certain areas are in comparison to the average city temperature. Areas in darker orange or red should be given priority when taking actions to mitigate the impacts of heat.

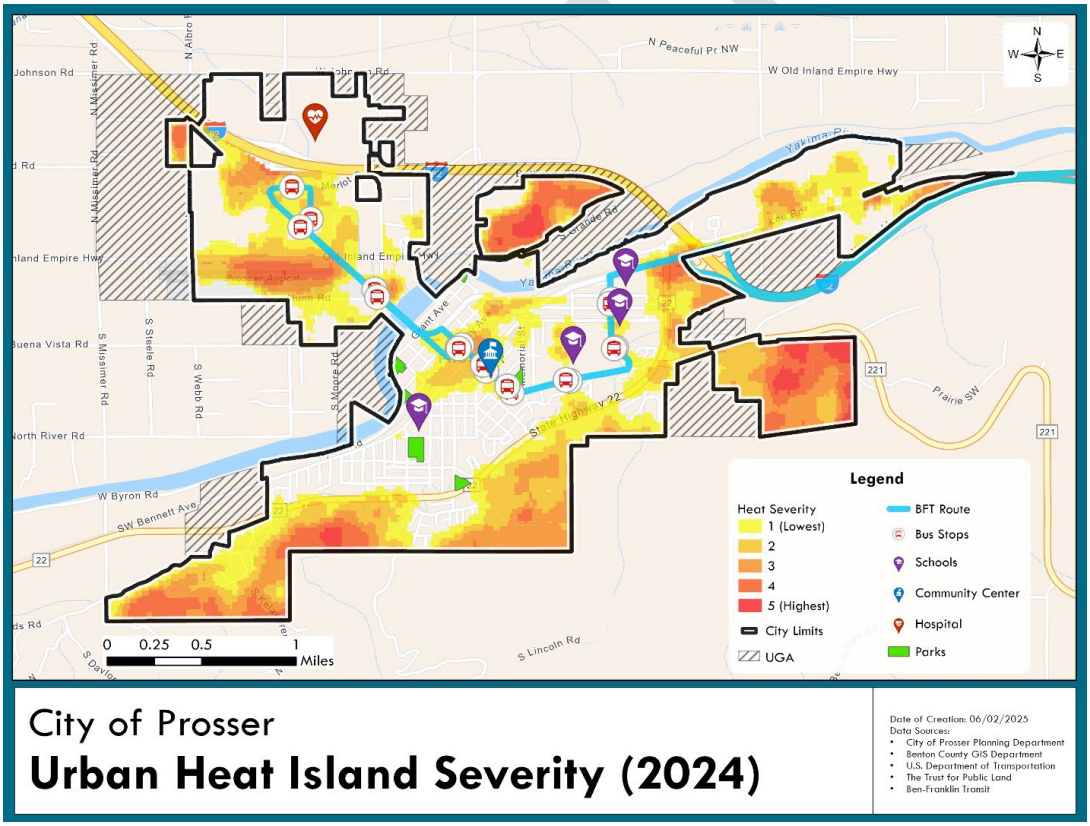

Figure 7. Urban heat island severity for the City of Prosser, 2024 Data

People Most At-Risk from Climate Change

Engaging the public during Harvest Fest, 2024.
Photo credit: Nexus Planning Services

While climate change will impact all residents living in Prosser, several groups within the community are identified as being most at risk. Children and youth are especially vulnerable due to increased exposure to extreme heat and wildfire smoke during outdoor activities such as school recess and sports. People with pre-existing health conditions are also at high risk, as they are more susceptible to respiratory and heat-related illnesses intensified by higher temperatures and poor air quality. Additionally, individuals without reliable access to healthcare, housing, or transportation may face increased challenges during heatwaves, smoke events, or power outages. These vulnerabilities are expected to grow more severe under future climate scenarios, highlighting the need for targeted protections and adaptive strategies for these populations.

When identifying communities most at-risk from climate change, it is important to consider the terms *disproportionately exposed* and *disproportionately susceptible*.

Disproportionately Exposed refers to individuals or communities that experience higher levels of contact with climate hazards—such as extreme heat, wildfire smoke, or flooding—due to physical location or environmental conditions.[2]

Disproportionately Susceptible refers to individuals or groups who are more likely to suffer serious health or social consequences from climate change due to age, health status, income, or lack of access to resources.[3]

[2] Adapted from the Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment Report (AR6) Glossary and Washington State Department of Health Climate and Health Profiles.
[3] Ibid

Table 1 identifies individuals and communities within the City of Prosser that are most at risk from climate change. This table is illustrative and not an exhaustive list.

Disproportionately Exposed	***Disproportionately Susceptible***
• Children • Athletes & recreationists • Outdoor workers • People experiencing homelessness • Low-wealth & low-income communities • First responders	• People with pre-existing respiratory and cardiovascular disease • Low-wealth & low-income communities • Children • Seniors • Pregnant people • People without access to health care • People without access to transportation • Farmers and farm-workers

GHG Reduction Sub-Element

The Greenhouse Gas Reduction Sub-Element outlines the City of Prosser's strategy for reducing emissions in alignment with state mandates and local priorities. Developed in response to RCW 36.70A.070, this section identifies actionable policies that target the primary sources of communitywide emissions while promoting co-benefits such as improved public health, economic opportunity, environmental resource conservation, and environmental justice. Goals and policies outlined in this section are also applicable to other Comprehensive Plan chapters and should inform planning efforts for land use, environmental policies, housing, transportation, utilities, economic development practices, and capital facilities.

State requirements for the GHG Reduction Sub-Element include[4]:

1. Reduce overall GHG emissions from transportation & land use without increasing greenhouse gas emissions elsewhere in the state
2. Reduce per capita vehicle miles traveled without increasing greenhouse gas emissions elsewhere in the state
3. Prioritize reductions that benefit overburdened communities to maximize the co-benefits of reduced air pollution & environmental justice

City of Prosser's GHG Reduction Targets

By 2030: Reduce emissions to 25% below 2022 levels
By 2040: Reduce emissions to 50% below 2022 levels
By 2050: Reduce emissions to 75% below 2022 levels

[4] Revised Code of Washington 36.70A.070

Co-Benefits

Each of the GHG Reduction goals in this sub-element has been evaluated for their effectiveness in reducing GHG emissions[5] and for potential co-benefits to the Prosser community. In the context of climate policy, co-benefits refer to the additional positive outcomes that result from actions taken to address climate change.[6] For example, a policy aimed at reducing GHG emissions by increasing transit ridership may also provide the co-benefit of promoting equity because it provides a lower cost transportation option for people who may not have access to a car.

Goal GHG-1: Foster higher-intensity land uses, especially in mixed-use urban neighborhoods and transit corridors.

Policy GHG 1.1. Prioritize infill development through zoning and permitting processes.

Policy GHG 1.2. Establish form-based codes where appropriate to better integrate higher-density development.

Policy GHG 1.3. Reduce parking minimum requirements and establish parking maximums, with special considerations around transit-oriented development (TOD).

Policy GHG 1.4. Discourage future development of surface parking lots while promoting the conversion of existing parking lots to other uses.

Goal GHG – 2: Support buildings transitioning towards renewable energy, efficiency practices, and the adaptive reuse of buildings.

Policy GHG 2.1. Encourage renewable energy installations and electrification in new and existing buildings, with prioritized programs and outreach for overburdened communities.

Policy GHG 2.2 Prioritize preservation, adaptive reuse, and weatherization of buildings, especially for housing in overburdened communities and existing buildings in the downtown core.

[5] Goals in this sub-element are adopted from the Washington State Department of Commerce's Climate Policy Explorer and meet the state's definition for effective GHG reduction strategies.
[6] 5th National Climate Assessment

Goal GHG – 3: Reduce vehicle miles traveled to achieve greenhouse gas reduction goals.

Policy GHG 3.1. Support travel demand management (TDM) strategies, such as Commute Trip Reduction, senior shuttles, vanpools, and other programs relevant to Prosser.

Policy GHG 3.2. Encourage multimodal infrastructure in coordination with the location of large employers, higher-density housing, and commercial centers.

Policy GHG 3.3. Integrate "Complete Streets" principles into the roadway designs of commercial and residential developments to create a safe and well-connected bicycle and pedestrian transportation network designed for active transportation.

Policy GHG 3.4. Promote functionally interconnected routes across the jurisdiction that protect bicycle and pedestrian movement, including mid-block crossings where practical.

Policy GHG 3.5. Support GHG reduction goals by addressing active transportation concurrency in collaboration with Ben Franklin Transit.

Goal GHG – 4: Expand electric vehicle (EV) infrastructure.

Policy GHG 4.1. Encourage all new and retrofitted buildings to be EV charger ready.

Policy GHG 4.2. Create development regulations and streamline the EV charging station permitting process for siting and installation, including in the public right-of-way.

Policy GHG 4.3. Prioritize siting of EV charging infrastructure on public property (library, parks, schools, etc.) to increase charging access for all levels of income and homeownership.

Policy GHG 4.4. Encourage large employers and organizations with fleet vehicles to install on-site EV chargers.

Goal GHG – 5: Preserve land for long-term local and regional agricultural use, recreation, open spaces, and other uses consistent with rural character.

Policy GHG 5.1. Foster conservation and carbon sequestration through protection of farmland and open space.

Policy GHG 5.2. Encourage regenerative agriculture and aquaculture practices where feasible.

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Policy GHG 5.3. Seek to preserve land outside of the unincorporated UGA for long-term agricultural use, recreation, open spaces, forestry, mineral resources, habitat connectivity, GHG reduction goals, climate resilience, and other uses consistent with rural character.

Goal GHG – 6: Reduce emissions in local government operations.

Policy GHG 6.1. Evaluate wastewater treatment facilities for lower-emitting technology and practices while prioritizing investment in upgrades.

Policy GHG 6.2. Prioritize low- and zero-emission vehicles when replacing city fleet vehicles.

Policy GHG 6.3. Develop a process for collecting City emissions data and conducting GHG emissions inventories every 3 to 5 years to support 5-year Climate Element progress reports.

Policy GHG 6.4. Include GHG reduction and climate resilience considerations when prioritizing funding for capital improvements.

Policy GHG 6.5. Require that City plans include both GHG reduction potential and climate risk mitigation as evaluation criteria.

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Climate Resilience Sub-Element Goals & Policies

The goals and policies in the Climate Resilience Sub-element have been identified for their potential to reduce risks associated with climate change to people, infrastructure, natural resources, and the economy. Per state GMA requirements, the Climate Resilience Sub-element must[7]:

1. Identify, protect, and enhance natural areas to foster resilience to climate impacts
2. Identify, protect, and enhance community resilience to climate change impacts, including social, economic, and built environment factors, that support adaptation to climate impacts consistent with environmental justice
3. Address natural hazards created or aggravated by climate change
4. Equitably enhance the resilience of communities and ecological systems to climate change
5. Be consistent with best available science and scientifically credible climate projections and impact scenarios
6. Prioritize and benefit overburdened communities that will suffer disproportionately from environmental impacts and climate-related natural hazards

Goals and policies outlined in this section are also applicable to the other elements in the Comprehensive Plan and should direct planning efforts for climate-resilient land use, environmental policies, housing, transportation, utilities, economic development practices, and capital facilities.

Goal CR – 1: Encourage the protection and restoration of streams, riparian zones, estuaries, wetlands, and floodplains to achieve healthy watersheds that are resilient to climate change.

Policy CR 1.1. Participate in regional efforts to protect and restore riparian vegetation to reduce erosion, provide shade, and support other functions that improve the climate resilience of the Yakima River.

Policy CR 1.2. Encourage the implementation of actions identified in local restoration and salmon recovery plans to improve the climate resilience of streams and watersheds when conducting City operations.

Policy CR 1.3. Protect and restore watershed-scale processes to maximize the ecological benefits and climate resilience of riparian ecosystems.

Policy CR 1.4. Promote collaboration between the City, the community, the Yakama Nation Fisheries, and regional environmental institutions to reduce negative impacts of water stargrass on the Yakima River.

[7] Revised Code of Washington 36.70A.070

Policy CR 1.5. Maintain a critical areas ordinance to maximize the climate resilience benefits provided by critical areas, including: flood control, aquifer recharge, wildlife habitat, and air and water quality.

Goal CR – 2: Protect and restore shrub-steppe and other arid ecosystems to increase resilience to fire, drought, and invasive species.

Policy CR 2.1. Utilize state resources and partnerships to identify and protect areas of shrub-steppe with high wildlife connectivity value to increase climate resilience.

Policy CR 2.2 Encourage public and private landowners to restore shrub-steppe habitat, especially where habitat has been disturbed by large wildfires.

Policy CR 2.3. Collaborate with and support Benton Conservation District's ecosystem and species conservation efforts.

Goal CR – 3: Protect and preserve water quality and quantity from drought, extreme heat, and other hazards exacerbated by climate change.

Policy CR 3.1. Coordinate with local, regional, and state partners to enhance reservoir and groundwater management and prepare for future needs while ensuring projects do not negatively impact wildlife habitat.

Policy CR 3.2. Coordinate with local, regional, and state partners to develop and implement a comprehensive strategy to increase water storage for agricultural purposes that has neutral or positive environmental benefits and does not negatively impact fish.

Policy CR 3.3. Manage water resources sustainably in the face of climate change through smart irrigation and delivery infrastructure, stormwater and groundwater management, preventative maintenance, water conservation, wastewater reuse, climate-adapted plant selection, and sustainable landscape practices.

Policy CR 3.4. Support public education and awareness regarding climate impacts on water and how to address them through conservation efforts.

Policy CR 3.5. Evaluate the long-term adequacy of water delivery infrastructure to ensure that changes in hydrological patterns (e.g., lower water tables or reduction of late-summer water availability associated with climate change) can be anticipated and managed effectively.

Policy CR 3.6. Develop and implement a comprehensive water conservation and drought resilience strategy that accounts for projected climate impacts.

Policy CR 3.7. Prioritize protecting instream flow rules for the Yakima River in policymaking.

Goal CR – 4: Establish land use patterns that increase the resilience of the built environment, ecosystems, and communities to climate change.

Policy CR 4.1. Establish overlays, special zoning districts, design standards, or other strategies to increase resilience to climate hazards.

Policy CR 4.2. Prohibit the expansion of polluting industries in overburdened communities via local zoning and development regulations.

Policy CR 4.3. Integrate affordable and below market rate housing as an anti-displacement measure when increasing densities.

Policy CR 4.4. Identify and implement strategies for reducing residential development pressure in the wildland urban interface.

Goal CR – 5: Increase shade in public spaces to reduce heat islands, improve air quality, and boost carbon sequestration, prioritizing overburdened communities.

Policy CR 5.1. Encourage open space set-asides for new development, such as parks or other green spaces.

Policy CR 5.2 Utilize the City's Parks, Recreation, and Open Space plan to prioritize shading strategies, including maximizing tree canopy coverage throughout the city, particularly in parks, downtown, along the Yakima River, and near bus stops.

Policy CR 5.3. Promote built-canopy structures for shade in areas where tree coverage is less feasible.

Goal CR – 6: Ensure that development and redevelopment projects are resilient to the impacts of climate change.

Policy CR 6.1. Establish development regulations that incorporate best practices for reducing the risk of wildfire, drought, extreme heat, flooding, and other climate-exacerbated hazards.

Policy CR 6.2. Factor climate risks, such as flooding and wildfire, into siting and development regulations, especially for critical infrastructure and areas that flood frequently in the downtown core.

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Policy CR 6.3. Review required buffers and setbacks for steep slopes and shorelines vulnerable to erosion exacerbated by climate change, and establish new minimums, if necessary, so that improvements are not required to protect structures during their expected life.

Policy CR 6.4. Consider future climate conditions during siting and design of capital facilities, including changes to temperature and precipitation, to help ensure they function as intended over their planned life cycle.

Policy CR 6.5. Collaborate with Benton County on a joint commission to plan for growth and encourage consistent development standards for climate resilience and GHG reduction throughout the UGA.

Goal CR – 7: Support the local economy – including food and materials producers, distributors, and sellers – to adapt to the impacts of extreme weather and other natural hazards worsened by climate change.

Policy CR 7.1. Prioritize addressing local food security and expanding the food-related economy to address climate impacts and increase access to healthy and affordable foods.

Policy CR 7.2. Support the local agricultural sector's efforts to capitalize on sustainable business opportunities.

Policy CR 7.3. Consider opportunities to support climate-smart technical assistance for farmers, especially related to soil health, organic practices, and water quality protection.

Policy CR 7.4. Support adoption of climate smart agricultural practices and drought-resistant varietals in collaboration with Benton Conservation District and agencies in the Irrigated Agriculture Research and Extension Center (IAREC), including the US Department of Agriculture/Agricultural Research Service (USDA/ARS), the Washington State Department of Agriculture (WSDA), and the research and extension faculty of Washington State University (WSU).

Policy CR 7.5. Support conservation programs and resources that provide financial assistance to farmers to implement best management practices that address impacts of climate change.

Policy CR 7.6. Support pest eradication, such as Japanese beetle quarantine efforts, conducted by the Washington State Department of Agriculture (WSDA).

Goal CR – 8: Ensure environmental justice by providing all residents with equitable opportunities to learn about climate impacts, influence policy decisions, and take actions to enhance community resilience.

Policy CR 8.1. Seek partnerships with community-based organizations to convene diverse coalitions of residents, provide education on greenhouse gas reduction and climate resilience, and empower them to implement climate resilience actions, prioritizing access for individuals most impacted by climate change.

Policy CR 8.2. Engage overburdened communities in participatory budgeting efforts to support equitable distribution of funding that helps reduce local emissions and build resilience.

Goal CR – 9: Enhance emergency preparedness, response, and recovery efforts to mitigate risks associated with extreme weather and other hazards worsened by climate change.

Policy CR 9.1. Integrate climate risks into hazard mitigation and emergency management planning.

Policy CR 9.2. Provide emergency alert notifications in all relevant languages and through multiple platforms in coordination with community-based organizations to optimize reach for underserved populations.

Policy CR 9.3. Support the adoption of Yakima or other community wildfire preparedness measures.

Policy CR 9.4. Ensure the municipal water system maintains adequate pressure during a major wildfire event under current and projected drought conditions.

Policy CR 9.5. Work with existing resources and partners to create a plan for supporting residents during high heat, wildfire, and other extreme weather events.

Policy CR 9.6. Factor climate impacts into preparedness, response, and recovery activities for public health, law enforcement, fire, school, and emergency medical services (EMS) personnel. This includes providing access to data on climate impacts projected for the City of Prosser and Benton County.

Policy CR 9.7. Collaborate with regional partners to develop and implement an education and awareness campaign on climate-related emergency preparedness and health threats.

Goal CR – 10: Protect community health and well-being from climate-exacerbated hazards —ensuring that the most vulnerable residents do not bear disproportionate health impacts.

Policy CR 10.1. Link climate adaptation strategies with public health strategies.

Policy CR 10.2. Develop a wildfire and smoke resilience strategy that includes education for residents, utilizes regional partnerships for design and implementation, and prioritizes residents most vulnerable to smoke.

Policy CR 10.3. Develop and implement an urban heat resilience strategy that considers land use, urban design, urban greening, waste heat reduction actions, and prioritizes residents most vulnerable to high heat.

Policy CR 10.4. Ensure that all community members have equitable access to green space within a half mile from their home.

Policy CR 10.5. Review land use maps and identify opportunities or barriers to responding to rapid population growth or decline, rebuilding housing and services after disasters, and other extreme climate impact scenarios.

Policy CR 10.6. Support the protection of outdoor workers exposed to extreme heat and other climate-exacerbated hazards.

Policy CR 10.7. Support the development of mobility hubs in overburdened communities, especially for areas with existing multi-modal transportation options.

Goal CR – 11: Increase local capacity for climate planning.

Policy CR 11.1. Develop a 3- to 7-year implementation plan to ensure progress is made toward climate goals and policies outlined in the Climate Element.

Policy CR 11.2. Develop and maintain City staff members' technical expertise related to climate change and environmental justice to improve policy implementation, equity, and climate resilience.

Policy CR 11.3. Create a continuous improvement process for climate planning, including by exploring opportunities for ongoing community feedback.

DRAFT

Co-Benefits for GHG Reduction Goals

Each greenhouse gas (GHG) reduction goal in this plan was evaluated not only for its effectiveness in lowering emissions, but also for its potential to deliver additional community benefits. These co-benefits include improved public health, expanded economic opportunity, enhanced environmental protection, greater equity, and additional resilience to climate hazards.

The co-benefits identified in the GHG Reduction Sub-element include:

- Improves Human Health & Wellbeing
- Creates Economic Opportunity
- Protects Natural Resources
- Promotes Equity & Justice
- Enhances Climate Resilience

GHG Reduction Goal	Improves Human Health	Creates Economic Opportunity	Protects Natural Resources	Promotes Equity & Justice	Enhances Climate Resilience
GHG – 1: Foster higher-intensity land uses, especially in mixed-use urban neighborhoods and transit corridors.	X	X	X	X	
GHG – 2: Support buildings transitioning towards renewable energy, efficiency practices, and the adaptive reuse of buildings.	X	X	X	X	X
GHG – 3: Reduce vehicle miles traveled to achieve greenhouse gas reduction goals.	X	X	X	X	X
GHG – 4: Expand electric vehicle (EV) infrastructure.	X	X	X	X	X
GHG – 5: Preserve land for long-term local and regional agricultural use, recreation, open spaces, and other uses consistent with rural character.	X	X	X		X
GHG – 6: Reduce emissions in local government operations.	X	X		X	

PROSSER CLIMATE ELEMENT METHODOLOGY AND FINDINGS REPORT

May 29th, 2026

PROSSER Washington

INTRODUCTION

LEGISLATIVE BACKGROUND

In 2023, the State of Washington updated the Growth Management Act to require cities and counties to include climate planning as part of their comprehensive plans. In response to this legislation, the City of Prosser is adding a new Climate Element to their Comprehensive Plan that guides decisions related to climate resilience and greenhouse gas reduction.

Prosser's climate planning is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

Washington State Department of Commerce

FUNDED BY WASHINGTON'S CLIMATE COMMITMENT ACT

ABOUT THIS REPORT

Prosser is already experiencing climate impacts: rising temperatures, increasing drought, heightened wildfire risk, and more frequent smoke exposure. Careful planning for these impacts can protect Prosser's residents, economy, natural resources, and infrastructure.

This report summarizes the multi-step development process for Prosser's Climate Element and contains the following items:

- Community and Tribal Engagement: communication strategies and results for reaching a wide range of Prosser residents, including underserved populations.
- Policy Audit and Gap Analysis: an assessment of climate resilience strengths and gaps in current planning documents.
- Greenhouse Gas Inventory: an analysis of both the community-wide and local government operations emissions highlighting opportunities to reduce emissions by sector
- Climate Impact Report: an analysis of projected climate variables compared to historical data.
- Climate Risk and Vulnerability Assessment: an assessment of how climate impacts may affect important assets, considering exposure and sensitivity to hazards, the magnitude and likelihood of the hazard, and each asset's ability to adapt.

ACKNOWLEDGEMENTS

Special thanks to the City of Prosser's Climate Planning Team:

- Marty Groom, Public Works Director
- Kendall Murphey, Deputy Clerk
- Rachel Shaw, City Administrator
- Tony Yost, Finance Director

This report was prepared by Measure Meant with support from Nexus Planning Services. Residents and experts in Prosser were vital to ensure the Climate Element was informed by local perspectives and priorities. The individuals listed below contributed their time and expertise as part of the Climate Advisory Team (CAT). The CAT met regularly over 18 months to conduct the vulnerability assessment and co-create goals and policies.

- Bill Barlow, BenFranklin Transit (retired)
- Joe Blodgett, Yakama Nation Fisheries
- Cindy Bluemel, Senior Center
- Kim Casey, Prosser School District
- Jim Coleman, Benton-Franklin Health District
- Hal Collins, Agricultural Research Service (retired)
- Jodi Henderson, Benton PUD
- Jim Hopwood, Jubilee Ministries
- Jack Howard, Benton-Franklin Health District
- Cayla Jones, Yakama Nation Fisheries
- Julie Mercer, Historic Mercer & The Bunkhouse Studios
- Kristi Neely, Benton REA
- Chris Perra, Yakama Nation Fisheries
- Dave Reed, CPA
- Neal Ripplinger, Prosser Economic Development Association
- Maricela Sanchez, City Council Members
- Rachel Shaw, City of Prosser, City Administrator
- Kay Simon, Chinook Wines
- Mikki Symonds, Columbia Basin Native Plant Society
- Michelle Villareal, Planning Commission

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- Amanda Everett, Milne Foods
- Ray Monica, Friends of Prosser Parks
- Michelle Moyer, WSU Viniculture Extension
- Flint Orr, Yakima Valley Farm Workers Clinic
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- Sasha Richey Mc Larty, WSU Water Research Center
- Prosser Chamber of Commerce
- Melissa Spear, Tilth Alliance
- Yakama Nation Fisheries Department
- Jon Yoder, WSU Water Research Center

The climate data in this report was reviewed and edited for accuracy by Dr. Katherine Hegewisch. Dr. Hegewisch created the statistically downscaled climate data used throughout this project and helped to develop the visuals from both the Climate Toolbox and the Climate Mapping for a Resilient Washington tools.

PROSSER Washington

MEASURE MEANT

NEXUS PLANNING SERVICES

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GLOSSARY OF TERMS

- **Adaptive Capacity**
  The ability of ecological, social, and economic systems to recover and adjust to climate-related disturbances or hazards.
- **Assessed Risk**
  In the context of climate, assessed risk is a factor of the likelihood of a climate hazard occurring and the magnitude of consequence should that hazard occur. It is a measure of how climate hazards are expected to impact people and assets in a given time period.
- **Assessed Vulnerability**
  Assessed vulnerability is a factor of climate risk and adaptive capacity. High risk increases vulnerability, whereas adaptive capacity lowers vulnerability.
- **Best Available Science**
  The most reliable, valid, up-to-date, and relevant scientific information that can be used to inform decision making. (Source: Carly Philips, Union of Concerned Scientists.)
- **Climate Driver**
  A physical climate condition that influences long-term weather patterns and yearly average weather, such as temperature or precipitation.
- **Carbon Dioxide Equivalent (CO_2e)**
  A standard unit of measurement used in climate accounting to describe the warming impact of different greenhouse gases based on their global warming potential compared to carbon dioxide.
- **Climate Impact**
  Measurable and observable effects felt and seen from climate change. For this project, climate impact considers both exposure and sensitivity.
- **Compound Events**
  Within emergency planning, a compounded event is an event where two or more hazards or threats occur simultaneously.
- **Disparity**
  An unfair or unequal difference between two or more things.
- **Disproportionately Exposed**
  Communities and people who are more likely to directly experience the impacts of climate change, including: underhoused populations, first responders, outdoor workers, communities of color, and youth.
- **Disproportionately Impacted**
  Communities and people who are likely to experience greater consequences during climate events than the general population, including: children, seniors, farmers, people with pre-existing health conditions, low-income communities, non-English speakers, and people with limited access to services, such as transportation or healthcare.

- **Exposure**
  Exposure considers whether a person or asset is more likely to experience a hazard. For example, a house near a forested area might be more exposed to wildfire than one in a city.

- **Greenhouse Gases**
  Pollutants in the atmosphere, both natural and anthropogenic, that absorb and emit infrared radiation from Earth's surface, causing global temperatures to rise.

- **PM2.5 Air Pollution**
  An air pollutant consisting of particles measuring less than 2.5 micrometers that can be generated from fossil fuel-powered vehicles, industrial activities, and wildfires. (Source: State of Global Air)

- **Prolonged Climate Event**
  A long-lasting climate pattern that persists many days, weeks, or an entire season. This may include drought, wildfire smoke, or extreme heat that persists for many days.

- **Sensitivity**
  Sensitivity is the degree to which a person or asset might be susceptible to a hazard. A building may have varying levels of sensitivity to hazards depending on its age or materials. For example, a home built of wood may be more sensitive to wildfire than a home built of brick.

- **Wildland Urban Interface (WUI)**
  The WUI is the zone of transition between unoccupied land and human development. It is the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. (Source: FEMA)

CLIMATE PLANNING FOUNDATIONS

CLIMATE PLANNING

Effective climate planning relies on best available science, local perspectives, and equitable community engagement. Utilizing quantitative and qualitative data helps jurisdictions understand potential climate impacts, assess the magnitude of risks, and identify community needs. As Prosser's population increases, balancing the needs of the economy, environment, and society will become increasingly vital for climate resilience.

Prosser's Climate Advisory Team of local experts developed the following guiding principles to create a localized vision of climate resilience for the Climate Element.

CLIMATE ADVISORY TEAM GUIDING PRINCIPLES

- Take action that is effective, affordable, efficient, and sustainable.
- Protect and preserve the environment and local ecosystems.
- Mitigate climate hazards to reduce risks to the local economy and public health.
- Prioritize resilience efforts for community members, especially those most at risk.
- Ensure that future land use and growth reduce both pollution and vulnerabilities.

DEVELOPING THE RESILIENCE SUB-ELEMENT

Effective preparation for extreme weather and shifting climate patterns requires a process that starts with data collection and analysis. Prosser's climate planning team began by exploring how climate patterns are expected to shift under multiple climate scenarios throughout this century.

The team then conducted a policy audit and gap analysis to understand Prosser's current preparedness for climate impacts within policy and planning documents. These foundational analyses were used to inform the City's climate risk and vulnerability assessment process, which incorporated deep and broad community engagement. For each medium-to-high vulnerability uncovered in the climate risk and vulnerability assessment, at least one corresponding goal and policy was adopted into the City's Climate Resilience Element.

This eighteen-month process was guided by City leadership and staff, as well as community members. Special consideration was given to reach people more likely to experience environmental and social disparities.

WHAT IS CLIMATE RESILIENCE?

Climate Resilience is a multi-faceted issue that intersects with all aspects of community planning and development. The Washington State Department of Commerce defines climate resilience as "the ongoing process of anticipating, preparing for, and adapting to changes in climate and minimizing negative impacts on our natural systems, infrastructure, and communities."

DEVELOPING THE GHG REDUCTION SUB-ELEMENT

In addition to planning for climate resilience, House Bill (HB) 1181 requires qualifying cities and counties to reduce greenhouse gas emissions to mitigate the intensifying effects of a changing climate in Washington state.

Greenhouse gases are pollutants that trap heat in the atmosphere that would otherwise escape into space, playing a key role in regulating Earth's temperature. Human activity has driven a rapid increase in these gases, causing global temperatures to rise faster than natural processes can accommodate. Key sources of greenhouse gas emissions include energy consumption, transportation, industrial operations, agriculture, and land use decisions, including increased urban sprawl.

Prosser first completed a greenhouse gas inventory to understand the City's emission sources. This process allowed Prosser to identify which activities contribute most to the City's emissions and informed targeted reduction goals and policies. The climate planning team analyzed Prosser's greenhouse gas reduction goals for their ability to create co-benefits, including increased climate resilience. This analysis can be used by the City to prioritize future implementation. Beyond compliance with Washington State Law, this work can position Prosser as a leader and demonstrate a long-term commitment to community resilience.

Prosser's greenhouse gas reduction goals and policies were developed through co-creation with the Prosser community, Climate Advisory Team, and local leaders to produce equitable, innovative, and locally-driven climate solutions.

COMMUNITY ENGAGEMENT

The Climate Planning Team set out to hear directly from the people who live and work in the community. Multiple engagement strategies were used to reach a variety of ages, ethnicities, occupations, languages, and income levels.

Outreach methods included informational interviews, community workshops, consultations with the Yakama Nation, tabling at community events, and the facilitation of a Climate Advisory Team (CAT). The CAT, an interdisciplinary group of local experts, met frequently throughout the project to inform the vulnerability assessment and co-create goals and policies for the Climate Element. Broader public engagement, including public surveys and tabling at the Farmers Market, Migrant Education Program Resource Fair, and the Harvest Festival focused on understanding how the Prosser community was already being impacted by changes in climate. The public workshops that followed these events were held to brainstorm strategies for climate resilience and GHG reduction that could address common community concerns.

Recognizing that over half of Prosser's residents identify as Hispanic or Latino, the planning team made intentional efforts to reach Spanish-speaking community members throughout the engagement process. All public survey materials and event handouts were translated into Spanish. The team also tabled at the Migrant Education Program Resource Fair, a school district-hosted event serving a primarily Spanish-speaking audience, and brought a translator to facilitate direct conversation with attendees. These efforts helped ensure that engagement reflected the full diversity of the Prosser community.

To ensure the results of this project remained grounded in community perspectives, Prosser residents had a chance to provide feedback on the final draft of the Climate Element.

INFORMATIONAL INTERVIEWS

- School District
- Parks & Recreation
- Emergency Management
- Yakama Nation Fisheries
- Benton County Conservation District
- Washington State University
- Benton County PUD
- Aspect Consulting
- Nuestra Casa
- Washington Department of Fish and Wildlife
- Benton Rural Electric Association

PROSSER COMMUNITY PROFILE

UNDERSTANDING LOCAL CONDITIONS

Responsive community planning requires understanding a community's socio-economic background, as impacts from hazardous weather will vary according to an individual's social, economic, and health backgrounds.

The following analysis highlights the sectors of the community that may be disproportionately exposed or impacted by climate change. This profile supported an equitable planning process by identifying which community members may need additional attention, resources, or outreach during climate-related events and policy implementation.

AT-RISK COMMUNITIES

Historical and systemic inequities continue to perpetuate a cycle of social burdens unevenly distributed across communities. Social class, race, ethnicity, education level, age, gender, and immigration status all influence the quality of life an individual may experience. These factors also determine the degree to which an individual is exposed to and vulnerable to the adverse impacts of climate change.

Disproportionately Impacted

Communities and people who are likely to experience greater consequences during climate events:

- Children & Seniors
- Farmers & Outdoor Workers
- Low-income Individuals & Families
- Non-English Speakers
- People with Pre-existing Conditions

Disproportionately Exposed

Communities and people who are more likely to directly experience the impacts of climate change:

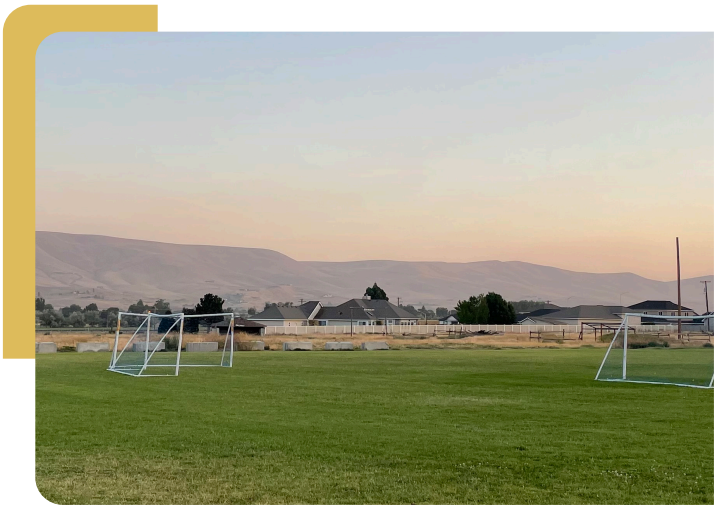
- Under-housed Individuals
- Outdoor Workers
- Communities of Color
- Youth
- First Responders

COMMUNITY DEMOGRAPHIC INFORMATION

The following sources were used from state and federal agencies to complete the analysis:

- American Community Survey by the U.S. Census Bureau (2020)
- Climate and Economic Justice Screening Tool (CEJST)
- Environmental Justice Screening and Mapping Tool
- US DOT Equitable Transportation Community (ETC) Explorer

ECONOMY & EDUCATION



Prosser is home to approximately 6,500 people. The original occupants of Prosser include members of the Confederated Tribes and Bands of the Yakama Nation. The geographic area was colonized in the late 1870s, and the City of Prosser was incorporated in 1899. Ranching and farming were early industries in Prosser, along with the town's flour mill.

Agriculture and its related industries remain major economic drivers in Prosser, with premier companies such as Tree Top Inc., Chukar Cherries, and St. Michelle Wine Estates. While agriculture-related industries remain a major employer in Prosser, the economy has experienced diversification.

Prosser's top 2024 employment sectors include healthcare and social services, manufacturing, public administration, and accommodation and food services.

Households in Prosser earn a median yearly income of $76,985, approximately 20% below the statewide median. Over one-quarter of Prosser's population is below the poverty line, which is 1.5 times the rate in Washington state.

Educational attainment in Prosser falls notably below state averages, with 81.9% of the population having a high school diploma or higher, compared to 92.3% for the state as a whole. In Prosser, 23.3% of the population holds a Bachelor's degree or higher.

RACE AND ETHNICITY

The three largest racial and ethnic groups in Prosser are Hispanic or Latino (53%), White (45%), and two or more racial identities (1%), with smaller populations identifying as Black or African American, Asian, American Indian, and Native Hawaiian also represented in the community.

SOCIAL AND ECONOMIC DISPARITIES

Environmental health disparities stem from a variety of intersecting factors (social, medical, climate, and environmental) in combination with historical inequities from systems of oppression, that create unequal opportunities to achieve greater health. The Washington Environmental Health Disparities Tool ranked Prosser at high risk for:

- Poverty
- Low access to healthy food
- Lack of public transit
- Exposure to:
  - Ozone concentration
  - PM2.5
  - Lead from housing
- Risk Management Plan (RMP) facilities
- Being housing cost-burdened
- Having a primary language other than English
- Lack of health insurance

> "Local social, economic, demographic and geographic factors ultimately determine how severe climate change-related risks will likely be."
>
> *- UW Climate Impacts Group*

ENVIRONMENTAL HEALTH DISPARITIES MAP RANKING

EHD map uses a "cumulative impact" model, which reflects the interaction between biological, social, and environmental factors. Prosser is ranked 9, meaning that 80% of communities are less impacted by environmental health disparities.

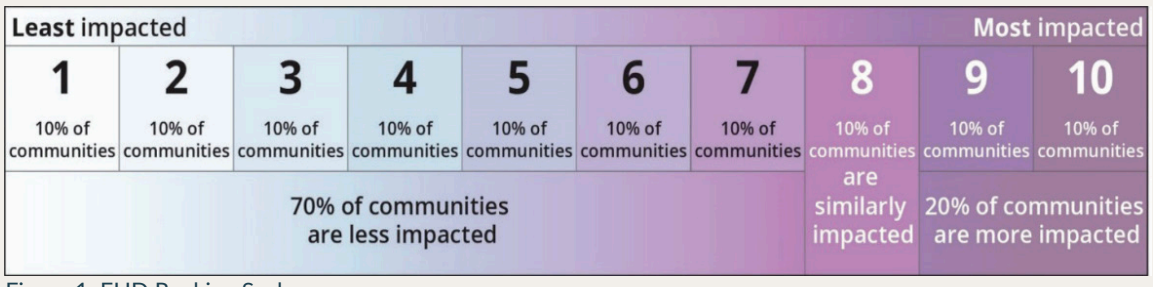


Figure 1. EHD Ranking Scale

HIGHLY IMPACTED COMMUNITIES IN PROSSER

The information below comes from the Climate and Economic Justice Screening Tool, WA Environmental Health Disparities Tool, and the US DOT Equitable Transportation Community (ETC) Explorer. Information from these tools evaluates communities for potential environmental, economic, and health burdens. The planning team used data from these tools to shape the engagement process, striving to reach at-risk population through conversation with locals who could speak to the experience of these groups.

Below is a summary of At-risk Population Groups in Prosser and how they are at greater risk from the effects of a changing climate.

Table 1. Highly Impacted Groups in Prosser

At-risk Population	How are they at-risk?
Children	May be disproportionately affected by climate change due to impacts on development. Children may be less able to combat disease and extreme weather.
Houseless population	May be affected by exposure to extreme weather or pollution. Could be at greater risk to poor health outcomes (physically & mentally) and to lack support structures during emergencies.
Residents with pre-existing conditions	May have greater sensitivity to pollution and extreme weather exposure.
Elderly	May have higher risk of exposure to pollution and extreme weather than the general population.
Outdoor workers	May have higher risk of exposure to pollution and extreme weather than the general population.
Farmers/Farmworkers	May be economically at-risk as climate change could potentially affect employment.
People with disabilities	May be at greater risk of exposure to pollution and extreme weather. Those with mental or physical disabilities may have greater difficulty in emergency situations that require quick evacuation or action. May also be impacted by low access to healthcare or other support structures.
Impoverished/Housing insecure	Higher levels of poverty may lead to greater disproportionate risks of environmental risks and higher levels of chronic diseases. This population may experience less adaptive capacity than people or groups with greater financial means.
Mobility cost burdened/ lack of mobility access	May lead to increased environmental risk factors and exposure to pollution and weather. May have greater difficulty in emergency situations that require quick evacuation or action.
Minimum or no health insurance	May decrease adaptive capacity and increased risk associated with extreme weather events.
Non-English speakers	May affect capacity for civic engagement to influence environmental policies, which can lead to environmental health disparities. Limited proficiency in English, in the US, may lead to inability to communicate and understand emergency response plans during a disaster.
Residents near Risk Management Plan (RMP) facilities	Facilities that require an RMP handle highly toxic materials, and an accident may disproportionately expose neighbors to pollution from the facility.

POLICY AUDIT

An audit was conducted to identify current strengths, gaps, and opportunities for climate resilience and reducing greenhouse gas emissions within Prosser's existing planning policies. Various planning documents were reviewed, including plans for emergency management, hazard mitigation, shorelines, transportation improvement, and previous comprehensive plans. The documents below were included in the audit.

City Plans

- Prosser Comprehensive Plan (2018)
- Prosser Emergency Operations Plan (2020)
- Prosser Water System Plan (2022)
- Prosser Wastewater System Emergency Response Plan (2024)
- Prosser Water System Emergency Response Plan (2024)
- Prosser Capital Facilities Plan (2025)

County & State Plans

- Benton County Community Wildfire Protection Plan (2018)
- Benton County Comprehensive Plan (2018)
- Benton County Groundwater Nitrate Community Action Plan (2018)
- Benton County Natural Hazard Mitigation Plan (2019)
- Benton County Comprehensive Emergency Management Plan (2023)
- Benton-Franklin Transit Development Plan (2024)
- Benton County Countywide Planning Policies (2026)

Supporting Plans

- RiskMAP (FEMA) Benton County Climate Action Plan for the Territories of the Yakama Nation (2021)
- Shoreline Restoration Plan for Shorelines in Benton County: Yakima and Columbia Rivers (2014)
- WSU Prosser Irrigated Agriculture Research & Extension Center Centennial Report (2019)
- Yakama Nation Climate Action Plan (2019)
- Yakama Nation Climate Adaptation Plan (2016)

POLICY AUDIT FINDINGS

Current policy STRENGTHS in Prosser as they relate to climate resilience:

- Zoning and development policies include strong protections for critical habitats and shorelines.
- Prosser's policies promote parks, protection of open space, and resilient infrastructure while aligning with local and regional hazard mitigation and emergency management procedures.
- Prosser's policies support protection of historic areas, promoting recreation and tourism, and recognizing agriculture as a key economic asset.
- Development, utility systems, and land use policies include considerations for hazard mitigation from flooding and wildfire.

Current policy OPPORTUNITIES in Prosser as they relate to climate resilience:

- Utilize climate data in emergency management planning to prepare city staff and residents for climate hazards.
- Engage communities most impacted and most exposed to climate hazards in planning efforts.
- Prioritize water conservation and quality within development policies and operations.
- Promote local transportation alternatives to single-occupancy vehicles.

PROSSER'S GREENHOUSE GAS EMISSIONS

Reducing greenhouse gas emissions is essential to fostering healthy environments and sustainable futures for all communities in the Northwest.

BUILT ENVIRONMENT

TRANSPORTATION

WASTE

GREENHOUSE GAS INVENTORY & PRIORITY ACTIONS

Completing a Greenhouse Gas Inventory helps jurisdictions understand, limit, and mitigate the effects of greenhouse gases in their community. The Climate Planning Team utilized the GHG inventory to develop policies in the Comprehensive plan that reduce emissions and provide a healthier environment for Prosser residents.

The City of Prosser conducted two inventories, communitywide and municipal. The communitywide inventory covers all emissions generated within the Prosser city limits, while the municipal inventory includes emissions specific to City of Prosser government operations. Communitywide and municipal inventories as defined by the Department of Commerce:

- "A communitywide inventory includes emissions from government operations, as well as all activities of community residents, businesses, and non-municipal organizations. This includes things such as fuels used by vehicles traveling within the community, solid waste generated by the community, and emissions tied to home heating and electricity"
- "A municipal inventory accounts for GHG emissions resulting from government operations. This can help the city or county understand emissions stemming from activities that are entirely within its control, such as fleet vehicle emissions and municipal building operations."

Background information for Prosser's emissions inventory:

- **Geographical Area:** City of Prosser city limits.
- **Accounting Standards:** Emissions factors from the US EPA and IPCC were used and include CO_2e, CH_4, N_2O (other gases are not included). Other sources were used as needed and all sources are cited.
- **Baseline Year:** 2022
- **Source Data:** Primary data was used for Electricity, Natural Gas, City Fleet, and Wastewater. All other emissions sources were scaled or otherwise estimated.

INVENTORY FINDINGS

The City of Prosser undertook its first comprehensive Greenhouse Gas (GHG) Emissions Inventory in 2024, utilizing 2022 data to establish a baseline for future planning and policy development. The 2022 GHG Inventory reveals that Prosser's total communitywide emissions amount to approximately 23,000 metric tons of carbon dioxide equivalent.

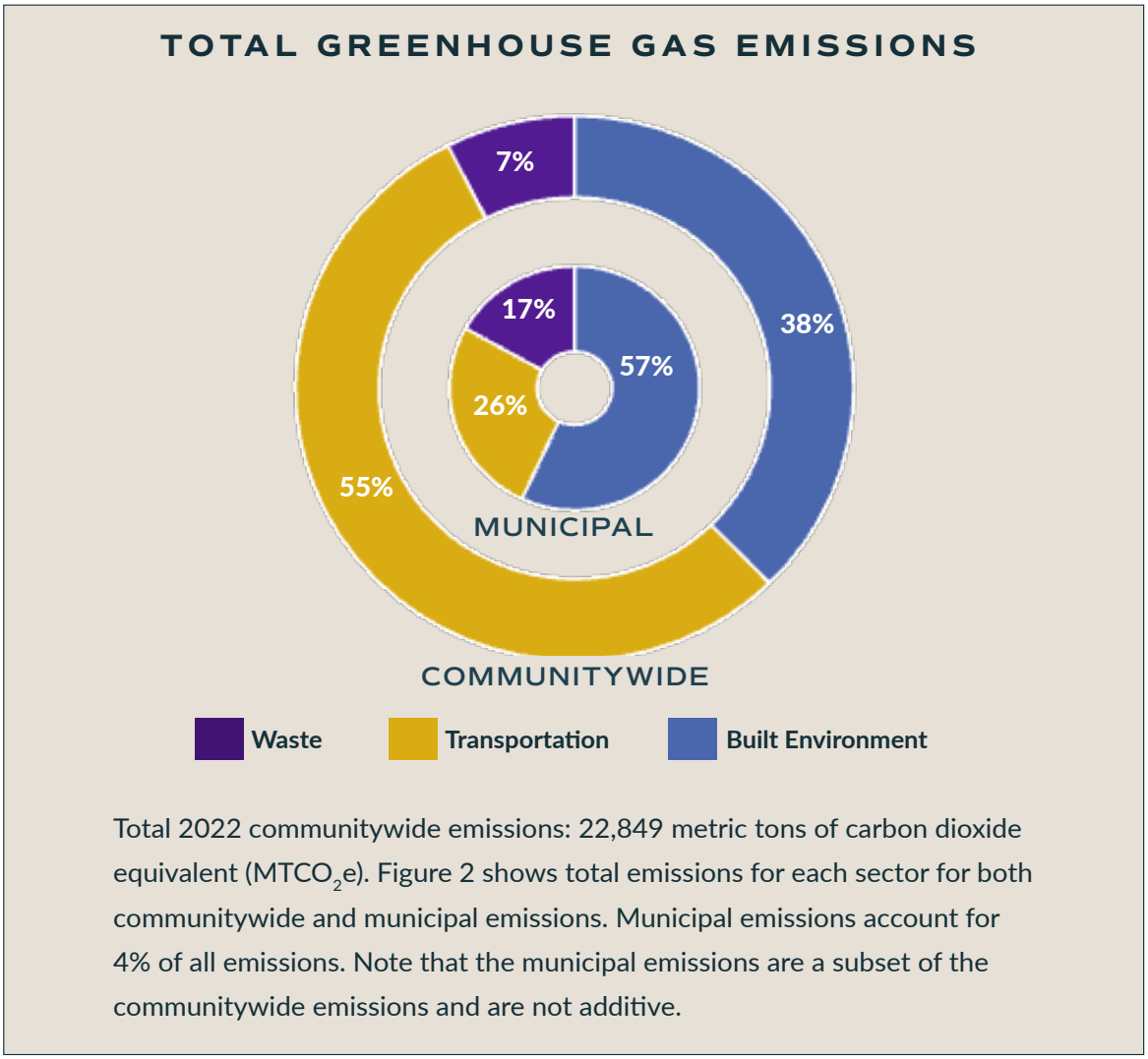


Figure 2. Total GHG Emissions including sector breakdown

COMMUNITYWIDE EMISSIONS INVENTORY FINDINGS BY SECTOR

Community inventories are intended to include the following sectors:

- **Stationary Energy –** electricity and energy, including burning natural gas
- **Waste –** disposal of solid waste and treatment of wastewater
- **Transportation –** on-road, rail, aviation, off-road, and water-borne methods
- **Industrial Processes and Product Use –** any industrial activity
- **Agriculture, Forestry, and Land Use –** livestock, land management, and other activity

Prosser's inventory did not include activity in the last two sectors. Industry within the boundaries is limited and any emissions are deemed to be immaterial to overall emissions. And while there is some farmland within the boundary, the total area is small and any emissions from farming activity on that land is also considered to be immaterial.

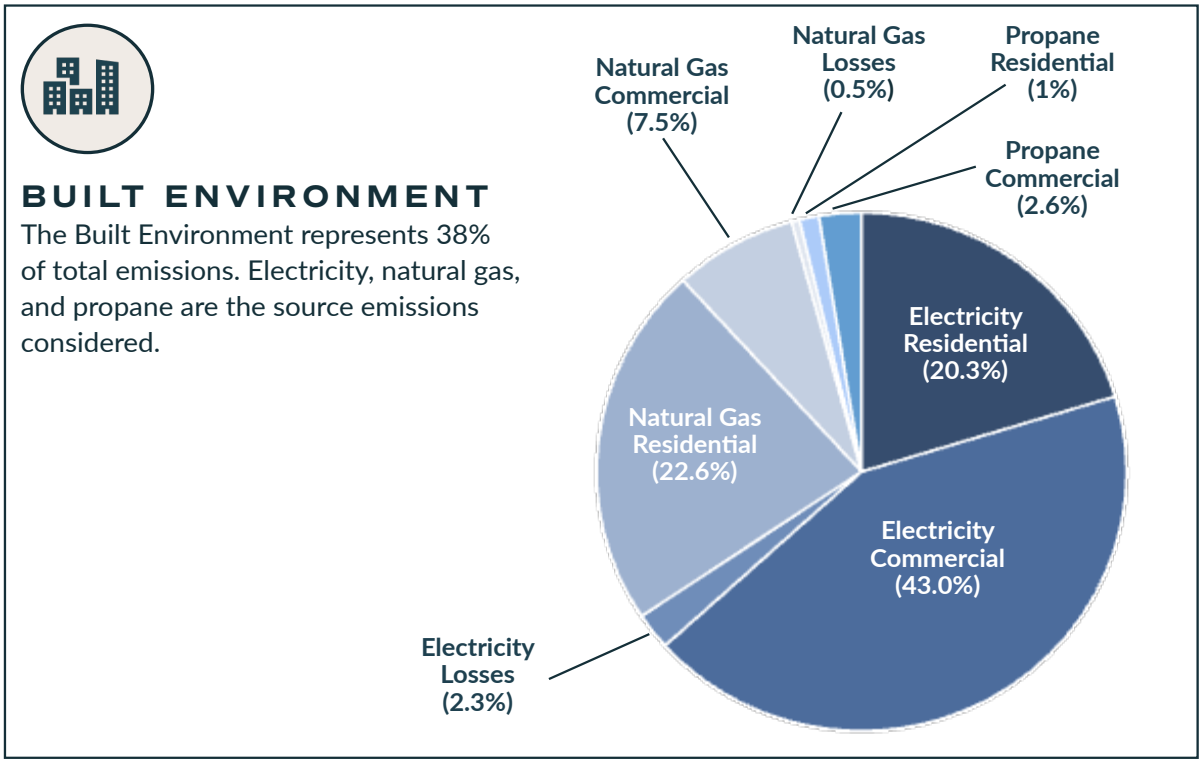


Figure 3. Communitywide Built Environment Emissions

TRANSPORTATION

Transportation accounts for 12,548 $MTCO_2e$, or 55% of total emissions. Emission categories include travel by passenger and commercial vehicles on city, highway, and interstate roadways. Emissions from Ben Franklin Transit and Aviation are also included.

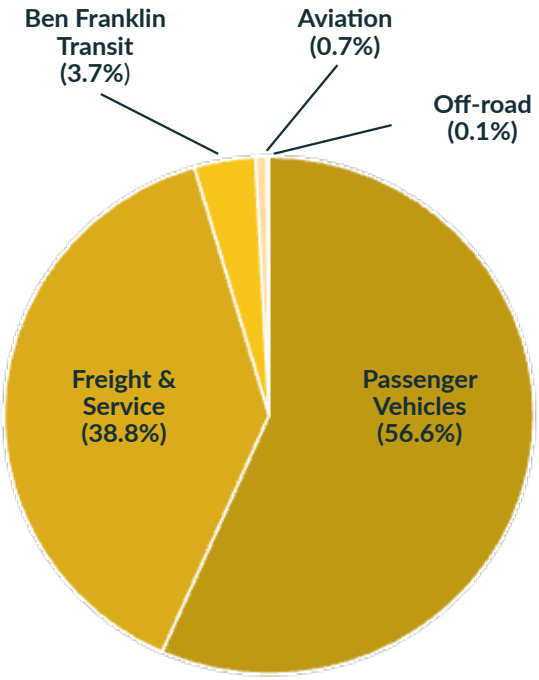


Figure 4. Total Communitywide Transportation Emissions

WASTE

Waste accounts for 57% of total emissions. Residential and commercial waste is landfilled outside of city limits by Basin Disposal. Wastewater is treated via a facility within the city limits.

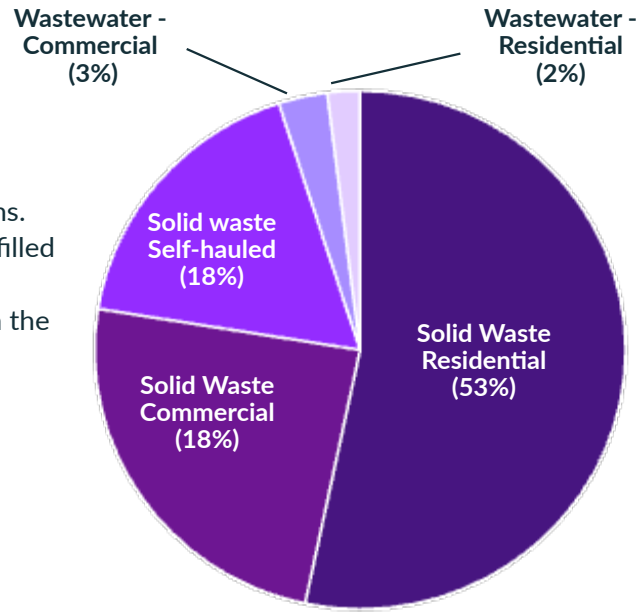


Figure 5. Total Communitywide Waste Emissions

MUNICIPAL EMISSIONS INVENTORY FINDINGS BY SECTOR

The following figures reflect only City of Prosser government operations — a subset that accounts for approximately 4% of total communitywide emissions. Total emissions for the City of Prosser's government operations is 819 $MTCO_2e$. Figure 6 shows total emissions for each sector.

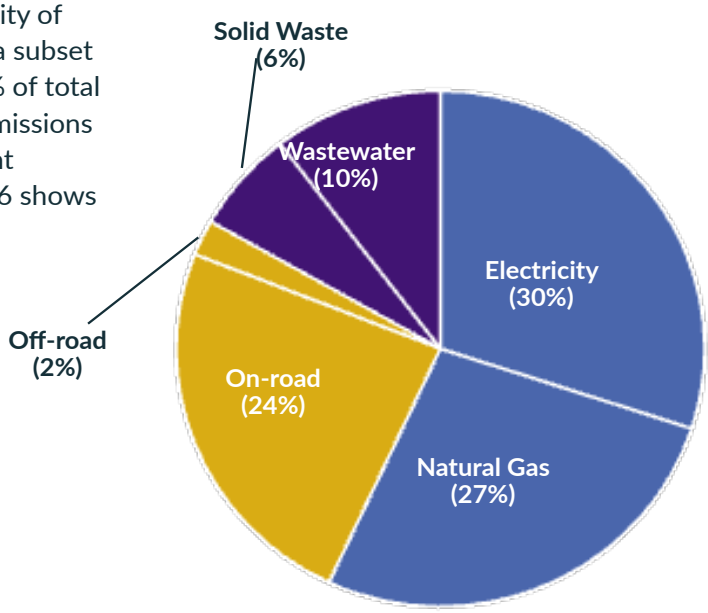


Figure 6. Sources of City Government emissions

BUILT ENVIRONMENT

The Built Environment represents 7% of total emissions. Electricity and natural gas are the source emissions considered. These fuels are for powering and heating government buildings, wastewater treatment, streetlights, and traffic signals.

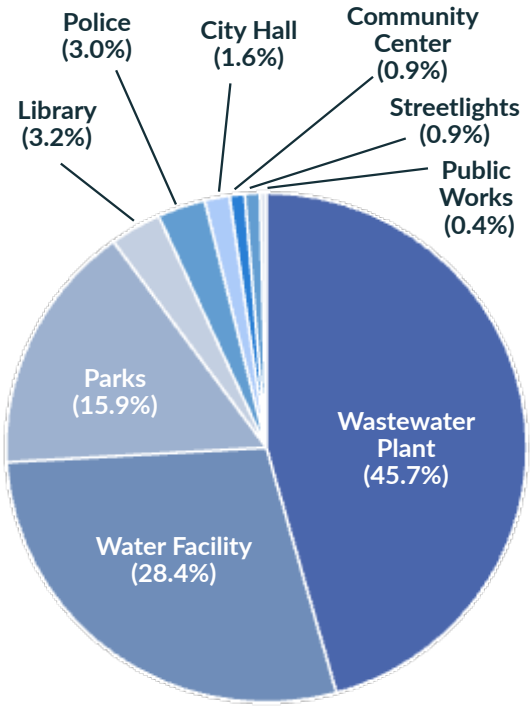


Figure 7. Total Municipal Built Environment Emissions

TRANSPORTATION

The City Government maintains a fleet of 62 vehicles for the Buildings, Police, and Public Works departments, which contribute around 26% of total City Government emissions. The fleet includes cars, light-duty trucks, heavy-duty trucks, and off-road equipment such as tractors and mowers.

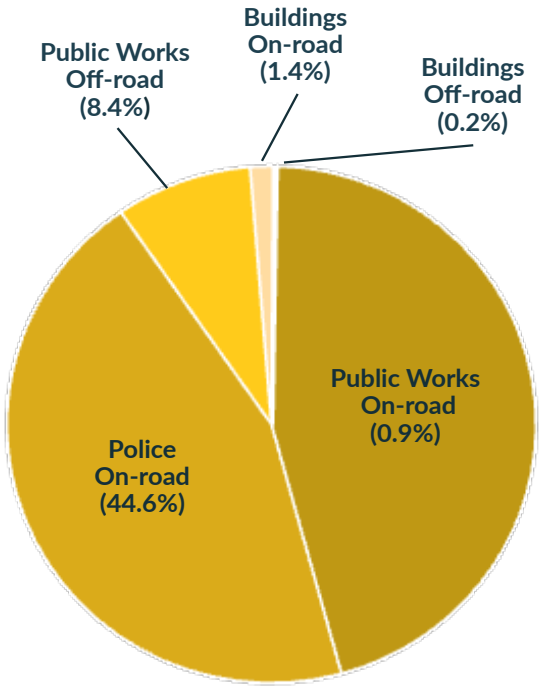


Figure 8. Total Municipal Transportation Emissions

WASTE

Waste accounts for 16% of total government operation emissions. Residential and commercial waste is landfilled outside of city limits. Wastewater is treated via lagoons within the city limits.

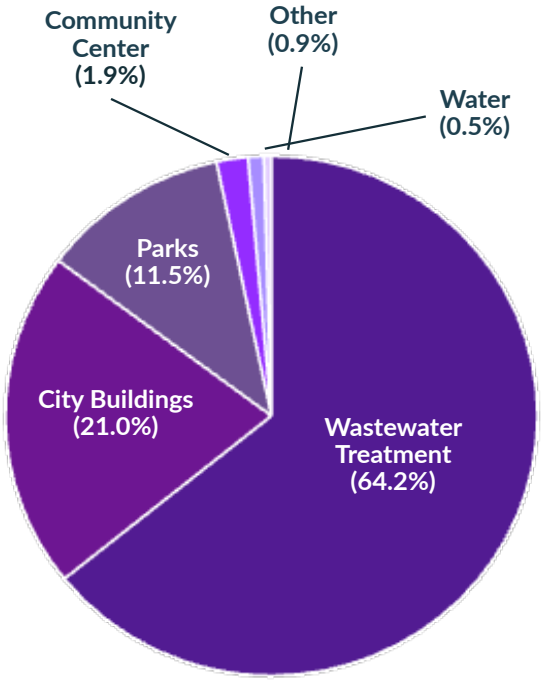


Figure 9. Total Municipal Waste Emissions

GHG EMISSIONS INVENTORY AND PRIORITY ACTIONS

After completing the GHG emissions inventory, Prosser utilized the results to guide priority actions and policy decisions to most effectively reduce emissions. House Bill 1181 requires cities and counties to maintain tracking and report progress on emissions reductions, making a well-structured inventory essential for legal compliance.

HOW DOES A GREENHOUSE GAS EMISSIONS INVENTORY GUIDE THE PRIORITY ACTIONS?

1. **Identifies Largest Contributors**
   Emissions are categorized by source, allowing planners to identify where policy will have the most impact and utilize resources efficiently. For example, a city may assume its emissions are driven primarily by its vehicle fleet, when its buildings are the greater source.

2. **Sets a Measurable Baseline**
   The inventory establishes a reference point against which future progress and policy can be measured.

3. **Supports Equitable Policy**
   Understanding where emission sources are concentrated can help reduce disproportionate impacts for at-risk communities.

4. **Informs Future Zoning, Land Use Decisions, and Municipal Code Reform**
   Emission inventory results can be used to guide and justify future land use and zoning decisions, as well as revision to building codes aimed at improving efficiency and reducing emissions.

PROSSER'S CLIMATE IMPACTS

Communities across the country are experiencing effects from climate change. In the Northwest, these effects are primarily experienced through increasing temperatures, shifts in precipitation patterns, changes in streamflow, more frequent storms, and more intense wildfires.

TEMPERATURE

PRECIPITATION

STREAMFLOW

AGRICULTURE

WILDFIRE

CLIMATE IMPACTS

CLIMATE DATA

The climate projections in this report rely on two scenarios called Representative Concentration Pathways (RCPs). RCP 4.5 reflects a scenario in which global greenhouse gas emissions peak around mid-century and then decline due to significant mitigation efforts. RCP 8.5, often referred to as the "business-as-usual" scenario, represents continued high emissions with limited progress on reduction efforts. Using both pathways to represent the range of projected changes in climate allows Prosser to evaluate a greater spectrum of potential climate futures. Future scenarios are compared to historical averages to understand the magnitude of potential change.

Climate data used in this report come from two primary sources: The Climate Mapping for a Resilient Washington tool and the Climate Toolbox.

CLIMATE DRIVERS

Temperature and precipitation are primary climate drivers: the physical climate conditions that influence long-term weather patterns. Changes in temperature and precipitation give rise to secondary climate drivers, including drought, wildfire risk, shifts in streamflow timing, and flooding.

Increasing summer temperatures impact human health, water demand, ecosystems, and agriculture.

Drier, longer summers strain habitats, aquifers, and other water sources.

Streamflow may vary, increasing likelihood of earlier peak flows and lower summer flows.

Various agricultural crops are not suited for high temperatures and irrigation may be impacted.

Increased wildfire risk may mean more smoke-filled days and potential damage to critical habitat and property.

KEY CLIMATE DATA

Changes in temperature, precipitation, and wildfire frequency may threaten Prosser's surrounding natural environment, the Yakima River, regional agriculture, and all members of the community.

TEMPERATURE

Prosser historically has a warm climate, and hot summers are typical. Throughout the century, average annual temperatures are projected to increase steadily. Considering a range of projections under RCP 4.5 and RCP 8.5, Prosser is projected to experience the following by the end of the century:

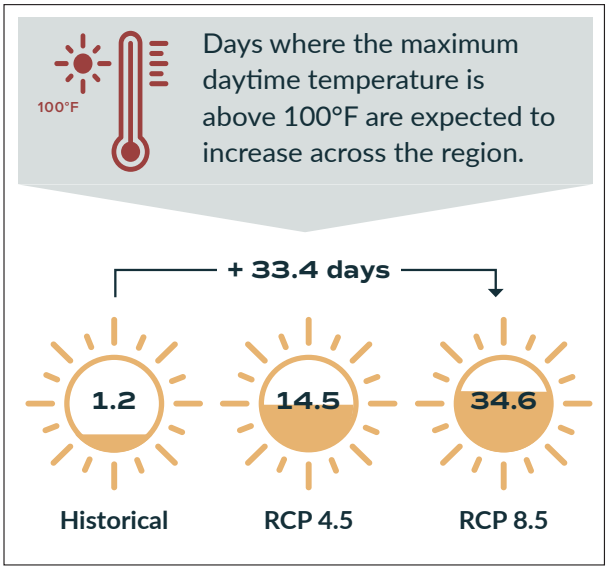


Figure 10. Annual days with maximum daytime temperatures above 100°F

- *Higher temperatures:* Average annual temperatures are projected to increase from 48°F to 61°F (RCP 8.5).
- *Warmer winters:* Average daytime temperatures in winter may increase 5-8°F, from a historic average of 41°F.
- *Hotter summers:* Average summer temperatures are projected to increase by 12°F by the end of the century, from 85°F to 97°F (RCP 8.5).
- *Intensifying high heat:* The hottest day of the year may increase 7-13°F over the course of the century. Historically, the hottest day of the year is 102°F.

PRECIPITATION

Prosser may see a slight increase in precipitation throughout the century. This is consistent with a warmer atmosphere being able to hold more water. Both the timing and type of precipitation (rain vs snow) is projected to shift, leading to larger precipitation events. Prosser can expect to see the following climate impacts over the century:

- *Increased precipitation*: Total annual precipitation is projected to increase from 9" to 10" under RCP 8.5.
- *Decreasing snowpack:* The likelihood of snowpack falling below 75% of normal (1981-2009) increases substantially by the end of the century under both scenarios.
- *Greater chance for severe storms:* The potential for weather associated with a 25-year storm is projected to increase modestly in Prosser, from 17% to 34% under RCP 8.5.

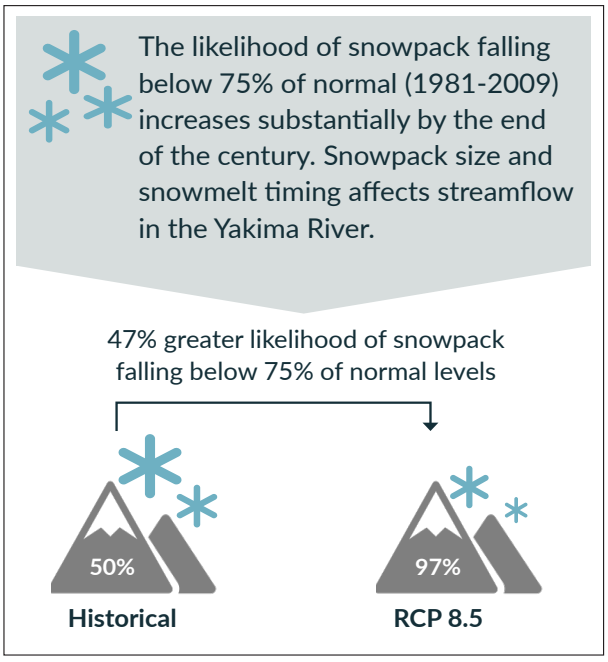


Figure 11. Likelihood of snowpack falling below 75%.

STREAMFLOW

Streamflow is impacted by high temperatures, drought, and shifts in precipitation timing. Changes in streamflow timing are projected to lead to the following impacts throughout the century:

- *Rising water temperatures:* Average stream temperatures across the Yakima Basin are projected to increase between 64°F and 68°F (This data uses RCP 6.0, as 4.5 and 8.5 are unavailable)
- *Decreased streamflow:* Yakima River streamflow is projected to decrease between 17-31% by late century in the area around Prosser.
- *Early Summer flow:* Streamflow in the Yakima River could drop below 6,000 cubic feet per second (cfs) in both RCP 4.5 & 8.5 – a decrease of 4,000 to 4,500 in both scenarios.

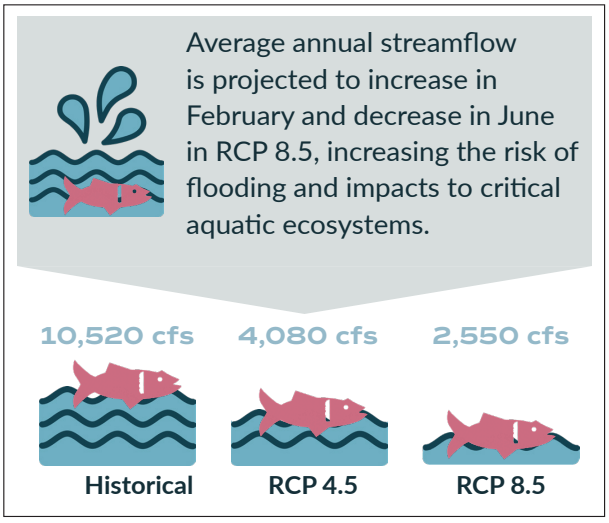


Figure 12. Average June Streamflow

AGRICULTURE

Under RCP 4.5 and 8.5, rising temperatures, increasing drought, and less predictable weather may present a multitude of challenges for the agricultural sector in Prosser, including the following impacts by the end of the century:

- *Increased growing season:* Changing weather patterns may increase the growing season by 78 days, from 182 to 260 days (RCP 8.5).
- *Rising drought:* The annual water deficit may change from -38 inches to -46 inches (RCP 8.5). Water deficit is the amount of additional water required to meet demands for vegetation.
- *Higher winter temperatures:* Maximum daytime temperatures in winter may increase 5-8°F under RCP 4.5 and 8.5, from a historical average of 41°F.

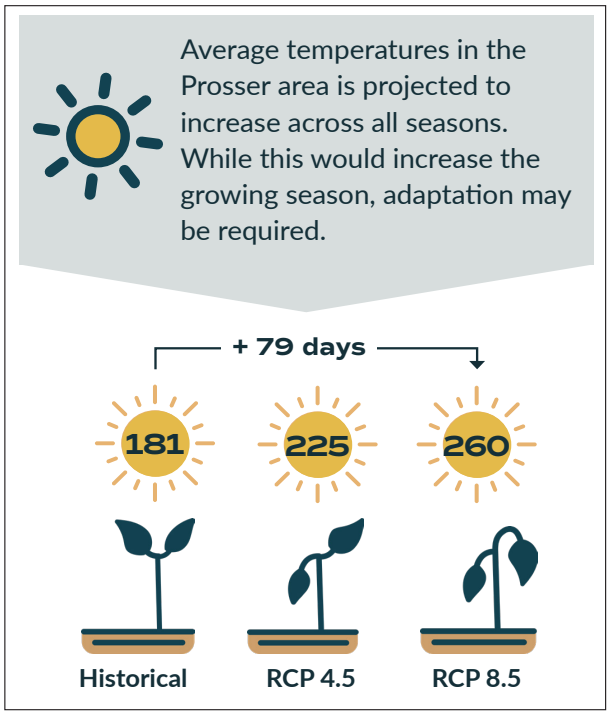


Figure 13. Length of growing season (in days) by end of century

WILDFIRE

Considering a range of projections under RCP 4.5 and 8.5, Prosser is expected to experience the following by the end of the century:

- *Increased likelihood of wildfire:* Conditions that are conducive to wildfire are projected to increase 30% or more by mid-century
- *More "High" fire danger days*: High fire danger are projected to increase by 12 to 15 days by the end of the century, under RCP 4.5 and 8.5 respectively.
- *Smoke Impacts:* Wildfire smoke threatens public health, air quality, and local agriculture.

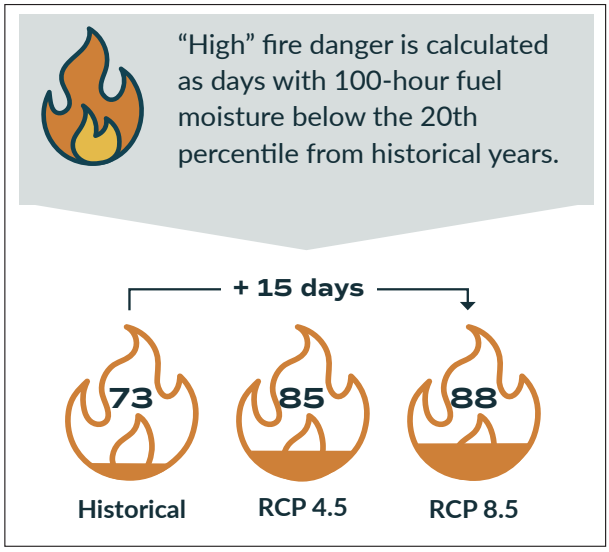


Figure 14. Annual "High" fire danger days

CLIMATE IMPACTS BY SECTOR

Shifts in long-term climatic conditions may affect social, economic, and cultural aspects of life in Prosser. To develop a comprehensive climate plan, it is vital to understand how the changes in climate drivers may impact every sector of the community.

Shifts in long-term climatic conditions may affect social, economic, and cultural aspects of life in Prosser. To develop a comprehensive climate plan, it is vital to understand how the changes in climate drivers may impact every sector of the community.

HEALTH AND EMERGENCY MANAGEMENT

As climate-related events become more severe and frequent, compounding hazards are more likely to occur, potentially straining and dividing critical resources. Prolonged and extreme weather events can stress emergency response systems, public health facilities, and social services. High heat and smoke events may increase social isolation, potentially contributing to the prevalence of anxiety and depression.

HUMAN HEALTH

Increased exposure to smoke and high heat can lead to respiratory and heat-related illnesses, especially for people with pre-existing conditions, such as asthma. Projected increases in high heat may make summers difficult for people in Prosser who do not have access to air conditioning, reliable transportation, healthcare, and other essential services.

EMERGENCY MANAGEMENT SYSTEMS

Projected increases in risk for extreme events, including flooding and wildfire, increase the need for emergency services. Compounding or concurrent events, such as a heat wave occurring during a period of poor air quality, give residents fewer options for mitigating impacts and can require the division of resources. Prolonged events, such as an extended heat wave, are increasingly likely to occur and may cause shortages in supplies or overwhelm services. eople who do not speak English may experience a language barrier with emergency alerts, potentially putting their lives in danger during extreme events."

SOCIAL SERVICES

Extreme heat, smoke, and severe weather can force facility closures and trigger power outages, limiting access to cooling centers, schools, and community programs at the same time they are needed most. Seniors, unhoused residents, outdoor workers, and low income residents bear the greatest burden, facing heightened health risks and barriers to essential services when climate events strike.

DISPROPORTIONATELY EXPOSED

Impacts from poor air quality, heat, and drought may impact people who do not have consistent and reliable access to quality and consistent shelter, water sources, and healthcare. Agricultural producers and outdoor workers experience increased exposure to hazardous conditions. Flash floods, high heat events, and increased smoke events can lead to reduced working hours, destruction of land, and threats to rural housing. In extreme circumstances, climate impacts may lead to lost income, businesses, or housing for Prosser residents.

DISPROPORTIONATELY IMPACTED

Health risks may increase due to smoke and high heat for people with pre-existing conditions, such as asthma. Children and seniors are more likely to be impacted by hazardous weather. Prosser's limited public transportation may leave some residents without the ability to access cooling centers and healthcare services.

PLANNING AND ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT

Changing weather patterns may cause shifts in business opportunities and increase operating costs. Cooling costs may increase due to more frequent high heat events and essential infrastructure may become more vulnerable to extreme heat. Flooding events may impact a portion of Prosser's downtown homes and businesses, potentially leading to damage and increasing insurance premiums.

HOUSING AFFORDABILITY AND ACCESS

Increased frequency of high heat and smoke events may cause increased utility costs for residents. Housing may require weatherization updates and new construction costs may rise to accommodate climate-smart materials.

ZONING AND DEVELOPMENT

Wildfire exposure and urban heat island effects are intensified by limited and car-centric transportation planning, continued urban expansion, and existing land use patterns that constrain the City's ability to respond efficiently and provide services.

AGRICULTURE

Climate-driven changes in temperature, water availability, and smoke exposure reduce crop viability and increase financial risk for farmers. Certain crops, including wine grapes and tree fruit, are particularly sensitive to heat and smoke, affecting quality, harvest timing, and market readiness. Long-term shifts in growing conditions create uncertainty for existing farms and food processing centers.

INFRASTRUCTURE AND TRANSPORTATION

CAPITAL FACILITIES

Power outages, service disruptions, and water system failures may increase due to rising electricity demand, wildfire risk, and aging infrastructure. Shifts in precipitation and streamflow threaten regional hydropower generation, potentially impacting power reliability for Prosser residents. Projected increases in drought, along with population growth, threaten the City's already-declining aquifer.

TRANSPORTATION

Projected increases in extreme heat, flooding, and erosion may damage roadways and reduce the reliability of alternate routes during emergencies. Limited shade and urban heat reduce pedestrian and bicyclist comfort and safety. Transportation systems may be vulnerable to increasing climate stressors that disrupt mobility and access.

HOUSING STOCK AND NEIGHBORHOODS

Extreme heat, wildfire risk, and rising utility and insurance costs exacerbate housing affordability challenges. Climate impacts disproportionately affect low- and middle-income households and increase the potential of homelessness, exposing residents to heightened health risks. Housing design limitations and car-dependent neighborhoods reduce adaptive capacity and resilience.

BUILT ENVIRONMENT

Older buildings and infrastructure may be ill-equipped to manage prolonged heat, wildfire smoke, and flooding, resulting in higher cooling costs and increased maintenance demands.

NATURAL RESOURCES

SURFACE WATER AND GROUNDWATER

Declining groundwater levels, reduced snowpack, and water quality issues are already threatening medium- long-term water availability. Agriculture, recreation, and tribal food systems may be impacted by increasing competition for limited water resources. Climate stressors, such as drought, compound existing challenges in managing shared aquifers and surface water systems.

SHORELINES

Wildfires, heavy rainfall, and reduced vegetation from wildfire may increase erosion along riverbanks. Loss of riparian vegetation reduces shading, further elevating water temperatures and degrading aquatic habitats. Prosser's shoreline stability and ecological functions are increasingly vulnerable to extreme events.

NATIVE FLORA AND ECOSYSTEMS

Wildfire, drought, invasive species, and habitat fragmentation threaten shrubsteppe ecosystems and native wildlife. Changing climate conditions may reduce species' resilience, disrupt breeding, and impact migration patterns. Degraded ecosystems are less resilient during disturbances.

AQUATIC SPECIES AND HABITATS

Higher water temperatures, lower flows, and altered runoff timing disrupt aquatic ecosystems and salmon migration. Declining snowpack and irrigation pressures complicate water management for fish and habitat protection. Invasive aquatic vegetation further degrades ecological function and resilience in the Yakima River.

CULTURE AND RECREATION

CULTURAL RESOURCES

Climate impacts threaten culturally significant foods and natural resources, including salmon and other temperature-sensitive species. Historic buildings often lack the necessary infrastructure to withstand prolonged heat, smoke, and extreme weather conditions.

RECREATION

Poor air quality, extreme heat, and degraded water conditions limit outdoor recreation and tourism opportunities. Increased use of indoor facilities during heat events places operational strain on community infrastructure. Extreme climate conditions reduce participation in outdoor activities and community engagement.

PARKS AND PUBLIC EVENTS

Limited shade, declining water quality, and increased wildfire risk reduce park usability and safety. Landscaping demands and dust storms place additional pressure on water resources. Extreme heat and smoke have already reduced attendance at outdoor community events, threatening economic and social opportunities for Prosser residents.

PEOPLE

YOUTH

Impacts from poor air quality, heat, and drought may greatly impact youth and children who do not have consistent and reliable access to quality shelter, water sources, and healthcare. Extreme weather can impact transportation, limiting access to school, healthcare, and community centers. Increasing frequency of high heat may make summers difficult for youth who live in homes that do not have access to air conditioning units or other places to cool down. High heat and smoke exposure may limit children's ability to participate in outdoor recess or other organized sports.

SENIORS

Extreme weather can impact transportation, limiting access to healthcare, senior centers, and other services. Seniors may be on a fixed income and may not be able to keep up with the increasing cost and need for air conditioning, home maintenance, or weatherization.

OVERBURDENED COMMUNITIES

Poor air quality, extreme heat, and drought are likely to hit overburdened communities hardest, particularly those without reliable access to stable shelter, cooling, clean water, and healthcare. During extreme weather events, reduced or suspended public transit service may further cut off those without vehicles from health and community resources. Outdoor workers may lose out on income during high heat or smoke events when they are legally not allowed to work.

Wine County Road and Seventh Street

CLIMATE RISK & VULNERABILITY ASSESSMENT

Conducting a Climate Risk and Vulnerability Assessment (CRVA) helps communities understand how changing climate patterns are expected to impact the people, assets, and systems in a particular place.

1. IDENTIFY ASSETS

What kinds of places, infrastructure, systems, and people are important to you?

Choose what assets apply to your community

2. IDENTIFY IMPACTS

How is climate change expected to impact the asset?

Research climate drivers, determine exposure and sensitivity

3. ASSESS RISK

How likely is the impact and what are the consequences?

***Risk** = Likelihood x Magnitude of Consequence*

4. ASSESS VULNERABILITY

Is the asset prepared for a climate hazard to occur?

***Vulnerability** = Assessed Risk x Adaptive Capacity*

NEXT STEPS: Key vulnerabilities inform climate resilience strategies

CLIMATE RISK & VULNERABILITY ASSESSMENT

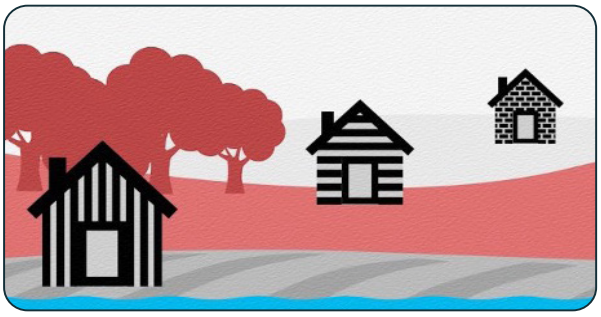
To identify effective resilience goals and actions, it is important to understand which parts of society are most vulnerable to the climate hazards for a given community. Conducting a Climate Risk and Vulnerability Assessment (CRVA) helps communities understand how changing climate patterns are expected to impact the people, assets, and systems in a particular place. The goal is for the City to leverage climate planning to support human health & wellbeing, resilient infrastructure, a vibrant economy, and healthy ecosystems. The City of Prosser conducted a community-informed CRVA from June of 2024 through December of 2025. The process used is consistent with the Washington State Department of Commerce guidance and followed the four steps outlined below.

THE ASSESSMENT PROCESS

State climate planning guidance requires cities and counties to assess climate vulnerability across 11 key sectors (see box to the right). To make these sectors relevant for Prosser, CAT members identified specific systems, places, groups of people, and community assets for each of the 11 sectors: Agriculture, Buildings & Energy, Cultural Resources & Practices, Economic Development, Emergency Management, Human Health, Transportation, Waste Management, Water Resources, Zoning & Development.

A climate impact report is an analysis of how future climate projections are expected to interact with key assets and systems within a community. Understanding the extent of these impacts will help policymakers better plan for future climate-related hazards.

Evaluating a person or asset's exposure and sensitivity to a particular climate hazard is at the heart of evaluating climate impact. ***Exposure*** considers whether a person or asset may experience a hazard. For example, a house near a forest might be exposed to wildfire hazards. ***Sensitivity*** is the degree to which the person or asset might be susceptible to the hazard. In the example in Figure 16, sensitivity would be different for a house made of wood compared to a house built of brick.



This graphic illustrates how infrastructure might be exposed and sensitive to climate hazards. The house on the left is exposed to elevated sea-level rise and fire hazards. The house in the middle is exposed to elevated fire hazards. Because they are made of wood, the first two houses are both sensitive to the hazards whereas the third house is less exposed and less sensitive due to its location and building materials.

Figure 15. Illustration of exposure & sensitivity
Source: US Climate Resilience Toolkit

Replace this whole paragraph with: Prosser's process follows a risk-first approach. This means the process began by identifying and quantifying climate risk factors across sectors, which allowed the planning team to quickly consider mitigating factors. This differs from a vulnerability-first approach, which begins with population vulnerability across geographic areas, but both approaches incorporate vulnerability analysis. Prosser's process included vulnerability assessment, adaptive capacity analysis, and explicit attention to socioeconomic and health equity factors throughout.

This step quantifies risk by combining the likelihood (or probability) of a climate hazard occurring with the magnitude of consequence should that hazard occur. A numeric value is given for both likelihood and magnitude to create a rating for risk (see Figure 16), Likelihood was evaluated across three time periods: early century (2010-2039), mid century (2040-2069), and late century (2070-2099). This assessment uses both quantitative data from the climate models and qualitative data from experts across the sectors to rate the magnitude of consequence. The City may choose to use quantifiable data for rating magnitude in the future.

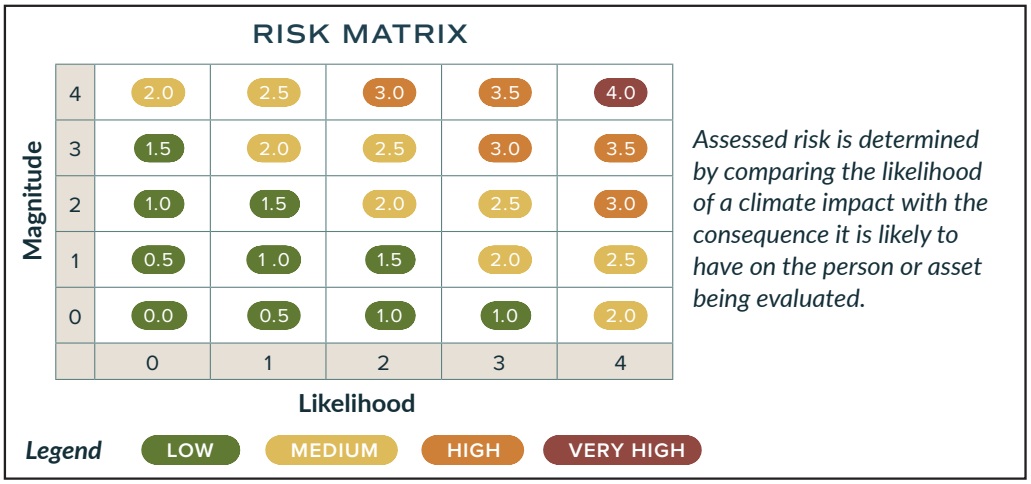


Figure 16. Assessed risk matrix

Step 4 quantifies vulnerability by considering risk and adaptive capacity. Adaptive capacity is the ability of social, ecological, and economic systems to recover and adjust to climate-related disturbances or hazards. Facets of adaptive capacity are social, organizational, and management capacity and include funding availability, expertise, relationships, policies, programs, leadership, and management structures. Like in step 3, the project team relied on the expert opinions and experience of CAT members and local subject matter experts to qualify adaptive capacity. Data from the policy audit provided additional considerations for determining adaptive capacity.

The more adaptive capacity the community or asset has, the lower its vulnerability to climate change. The City considered existing adaptive capacity for this assessment rather than rating potential adaptive capacity. Existing adaptive capacity provides a baseline for what exists today and serves to identify gaps in resources, policies, or programs a particular population or asset requires to decrease its vulnerability and increase resilience to climate change.

VULNERABILITY MATRIX

Adaptive Capacity \ Risk	0	1	2	3	4
4	LOW	LOW	LOW	LOW	MEDIUM
3	LOW	LOW	LOW	MEDIUM	MEDIUM
2	LOW	LOW	LOW	MEDIUM	HIGH
1	LOW	LOW	MEDIUM	HIGH	HIGH
0	LOW	LOW	MEDIUM	HIGH	VERY HIGH

To determine the vulnerability of a population or asset, compare the risk level to a person's or asset's ability to adapt.

Figure 17. Assessed vulnerability matrix

ASSESSMENT RESULTS

For each population or asset that rated a medium to very high vulnerability, the City adopted at least one goal and one corresponding policy to mitigate the risk. The Climate Risk & Vulnerability Assessment results that follow are broken into seven sector categories based on the top concerns of Prosser's Climate Advisory Team and participants in community engagement efforts. These categories encapsulate the 11 sectors for assessment required by the Department of Commerce: Health and Emergency Management, Planning and Economic Development, Infrastructure and Transportation, Ecosystems, Water, and Natural Resources, Culture and Recreation, Agriculture and Parks, People.

Prosser's Climate Risk and Vulnerability Assessment found significant vulnerability across all seven sectors evaluated, with the most consistently high ratings in ecosystems and water resources, agriculture, and people. Key crops including wine grapes, tree fruit, and Yakama Nation culturally significant foods are highly sensitive to heat, drought, and wildfire smoke. Combined with declining aquifer levels and projected reductions in Yakima River streamflow, these factors drove high vulnerability ratings from early century onward. Residents already facing socioeconomic barriers, including low-income communities, outdoor workers, farmworkers, seniors, and people with pre-existing health conditions, were rated at high vulnerability across all time periods, reflecting both greater exposure to climate hazards and more limited capacity to adapt. Infrastructure vulnerabilities related to water systems, energy generation, and the electric grid are projected to grow from medium to high by late century as stressors intensify. Across all sectors, vulnerability increases over time, reinforcing the importance of building adaptive capacity now.

HEALTH AND EMERGENCY MANAGEMENT

The City of Prosser is expected to experience increased heat, smoke, and dust events, increasing the chance for heat-related illnesses, such as cardiovascular and respiratory related illness. Extreme heat and poor air quality restrict outdoor workers from performing their jobs, halt recreation, and leave people isolated indoors, undermining financial stability and mental health. Understanding the interconnecting impacts climate change may have on human health and well-being is vital to creating policies and taking action to minimize their severity.

All residents may experience challenges related to a changing climate, but not everyone will experience challenges at the same intensity. Residents that are disproportionately exposed, including outdoor workers, those experiencing homelessness, children, and first responders are more likely to face extreme heat, smoke, and storms. Residents who may be disproportionately impacted include seniors, children, people with pre-existing health conditions, and people with mobility restrictions or lack of access to transportation. These groups are more likely to be the earliest to experience climate impacts and at a higher severity.

Health and Emergency Management assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 2. Vulnerability Assessment results for Health and Emergency Management

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Cooling Centers	Cooling centers will become increasingly important due to high heat and smoke.	MEDIUM	MEDIUM	MEDIUM
Schools/Youth activities	Extreme heat and smoke present health risks and could lead to events being cancelled.	HIGH	HIGH	HIGH
Senior/Elder Services	Heat and smoke may make it more difficult for the elderly to access services if they avoid leaving their homes to prevent exposure.	HIGH	HIGH	HIGH
Public Safety/Law Enforcement	High heat and smoke exposure can lead to aggressive behavior and weather events may divert resources from patrol and other public safety priorities.	HIGH	HIGH	HIGH
Local Fire Department/ Emergency Services	Demand for emergency services may increase if health issues and fires become more prevalent. This could create a burden on existing resources.	MEDIUM	MEDIUM	MEDIUM
Wildfire Response	Wildfires may become more prevalent and require more resources and funding.	MEDIUM	MEDIUM	MEDIUM

PLANNING AND ECONOMIC DEVELOPMENT

Projected changes in weather patterns may have a significant impact on economic development and planning efforts within the City of Prosser. Prosser's economy is largely driven by agriculture and its related industries; there is a significant presence of wineries, which are central to tourism in Prosser. Industries that rely on outdoor workers, such as recreation, entertainment, agriculture, agritourism, and construction, may experience a decrease in available working hours or event cancellations due to hazardous weather.

Planning and Economic Development vulnerabilities were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously defined Climate Vulnerability and Risk Assessment process.

Table 3. Vulnerability Assessment results for Planning and Economic Development

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Building Design/ Regulations	HVAC and air filtration systems will be more important along with efficient heat management. Potential flood risks from extreme weather events may cause structural damage.	MEDIUM	MEDIUM	HIGH
Middle-class/ Affordable Housing	Insurance is becoming more expensive in high-risk areas, which can make housing less affordable. The cost of upgrading air conditioning and air filtration also poses risks to affordability.	MEDIUM	HIGH	HIGH
Neighborhoods	Wildfire could pose a risk to outlying neighborhoods, if not the entire city. Heat and smoke can impact residents differently based on shade cover or the quality of housing materials.	MEDIUM	HIGH	HIGH
Zoning/ Development	Changes in flood zones, Wildland Urban Interface, or critical area protections due to an increase of extreme weather may affect the ability to zone or develop land.	MEDIUM	MEDIUM	MEDIUM
Food processing	High heat can increase the cost of cooling and strain HVAC systems. Changes in growing seasons could impact processing timelines. Wine grapes can be negatively impacted by heat and smoke.	MEDIUM	MEDIUM	MEDIUM

INFRASTRUCTURE AND TRANSPORTATION

Water, power, and transportation are essential infrastructure in the community and have the potential to experience the greatest climate impacts. The quantity and quality of drinking water and water for irrigation is likely to be affected as Prosser's region is projected to experience reduced snowpack, changes in streamflow timing, increasing temperatures, drought, and more erratic weather. Hydropower may become less reliable with changes in precipitation patterns. Residential power demand may increase with population growth and increased cooling demands, which may impact power reliability and pose a health risk during heat waves or smoke events.

Infrastructure and Transportation assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 4. Vulnerability Assessment results for Infrastructure and Transportation

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Electric Grid	Demand may increase during periods of high heat, taxing resources and leading to brown- and blackouts.	MEDIUM	MEDIUM	HIGH
Utilities/ Energy Generation	Changes in precipitation and low reservoirs may pose challenges for hydropower. Drier conditions increase fire risk from power lines.	MEDIUM	HIGH	HIGH
Wastewater	Potential increases in heavy rain may increase stormwater and strain the wastewater treatment plant, impacting water quality.	MEDIUM	HIGH	HIGH
Highways/ Local Streets/ Buses	Extreme heat can melt asphalt and cause rutting and buckling. Extreme precipitation events may cause erosion of roadbeds and culverts resulting in over-road flooding.	MEDIUM	MEDIUM	MEDIUM
City Sidewalks / Bike Lines	Bike lanes are subject to the same impacts as local streets. Buckling and cracks could lead to accidents.	LOW	MEDIUM	MEDIUM
Community centers	High heat and smoke could increase demand for these spaces.	MEDIUM	MEDIUM	MEDIUM
City buildings	Extreme weather events could lead to downtown flooding and heat and smoke could pose problems for occupants of those buildings.	MEDIUM	MEDIUM	MEDIUM

ECOSYSTEMS, WATER, AND NATURAL RESOURCES

Changing precipitation patterns and prolonged, more frequent drought cycles may affect the volume and temperature of water sources in the region. Higher temperatures and drought are projected to produce drier soils, increasing Prosser's susceptibility to habitat degradation, invasive species, and wildfires. High winds can lead to severe dust storms that reduce habitat for native plants and animals.

Ecosystems, Water, and Natural Resources assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 5. Vulnerability Assessment results for Ecosystems, Water, and Natural Resources

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Aquifer/ Aquifer Recharge	The aquifer layer is dropping three feet per year, which will be further impacted by increasing temperatures and shifting seasons.	HIGH	HIGH	HIGH
Yakima River/ Yakima Basin	Shifting seasons, including prolonged drought, impacts management of water levels in the river. The river is the primary source for agriculture and water levels are a primary driver of ecosystem health.	HIGH	HIGH	HIGH
Yakima Riverbank	The riverbank is susceptible to erosion with more prolonged drought.	MEDIUM	MEDIUM	MEDIUM
Fish Hatchery & Fisheries	Fish species in the Yakima river may be impacted by increasing temperatures, diminishing water availability, and competing water management priorities.	HIGH	HIGH	HIGH
Important Aquatic Species	Similar to the impacts on fish, other aquatic species, such as lamprey, are at risk from increasing temperatures and shifting precipitation.	HIGH	HIGH	HIGH
Shrub-steppe Ecosystem	These landscapes are at risk from fires that remove beneficial native species. Restoring ecosystems with native plants relies on cool winters with frost-thaw events that promote seed survival.	HIGH	HIGH	HIGH
At-Risk Terrestrial Species	Terrestrial species are at risk from high temperatures and prolonged drought that impact availability of food.	HIGH	HIGH	HIGH

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Important Habitat/ Wetlands/ Riparian Areas	Critical habitat areas may be stressed by direct effects of climate change, including temperature and precipitation changes, and indirect effects, including the spread of invasive species.	HIGH	HIGH	HIGH
Groundwater Resources	Aquifers may be at risk to become depleted by residential and agricultural uses. Farmers may need to use more water in the summer and fall to account for increasing drought.	HIGH	HIGH	HIGH

CULTURE AND RECREATION

A changing climate and an increase in extreme weather present threats for natural and cultural resources, community events, and outdoor recreation. Prosser's natural landscape is home to many cultural assets, such as the Horse Heaven Hills and the Yakima River. Cultural plants and wildlife of the Yakama Nation are threatened by increasing temperatures, drought, and wildfires.

Culture and Recreation assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 6. Vulnerability Assessment results for Culture and Recreation

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Historical and Artistic Institutions	Projected increases in heavy precipitation events may cause flooding in areas with older infrastructure and impervious surfaces.	MEDIUM	HIGH	HIGH
Culturally Relevant Foods	The growing season may shift and could impact what plants and crops are suitable for growing (e.g., some grapes aren't suitable in hotter climates). Native foods of cultural significance to the Yakama Nation may be impacted.	HIGH	HIGH	HIGH
Outdoor Recreation Economy/ Culture	Projected increases in wildfire risk and temperature may negatively impact outdoor recreators through unsafe air quality.	HIGH	HIGH	HIGH
Public Events	Large public outdoor events, such as the Harvest Festival, may be impacted by higher summer temperatures or wildfire smoke.	HIGH	HIGH	HIGH
Outdoor Public Events	Heat and smoke may impact attendance and increase the risk of health hazards. Additional emergency services may be needed.	MEDIUM	HIGH	HIGH
Personal Recreation	Gardening is particularly impacted by increasing temperatures. Fishing and hunting are also negatively impacted by changes in climate as they impact fish and other wildlife.	MEDIUM	HIGH	HIGH

AGRICULTURE AND PARKS

Agriculture is a major economic driver and cultural asset to the City of Prosser. Prosser is rooted in the outdoors, with residents historically and presently finding purpose and entertainment in the natural environment. The changing climate increases the vulnerability of the agriculture industry and outdoor recreation. Outdoor workers may suffer disproportionate impacts from extreme weather and face job insecurity. The viability of crops may be negatively impacted by high heat, drought, and changing water availability.

Agriculture and Parks assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 7. Vulnerability Assessment results for Agriculture and Parks

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Green Spaces/ Parks	Increasing temperatures may cause increasing demand for water to maintain green lawns and other plant life.	MEDIUM	HIGH	HIGH
Horse Heaven Hills	Wildfires and extreme wind events may create dust storms and increase risk of wildfires and fire damage.	HIGH	HIGH	HIGH
Food Systems	High heat negatively impacts crop freshness in storage and transportation, lowering the price of produce and impacting farmer's economic productivity. Worker protections in high heat and smoke limit the productivity of farms.	HIGH	HIGH	HIGH
Crop Productivity	The availability of water, which is projected to change with shifting seasons, may have a major impact on crop viability and quality.	HIGH	HIGH	HIGH
Horticulture	Changes in climate impacting the timing of maturity for different crops can cause farmers to miss market opportunities. Shifting winter conditions can cause tree mortality.	HIGH	HIGH	HIGH
Cattle/Dairy	The health of cattle and dairy cows is negatively affected by high heat events.	MEDIUM	HIGH	HIGH
Wine grapes/ Viticulture	Wildfires and extreme wind events may create dust storms and impact the quality of wine grapes.	HIGH	HIGH	HIGH

PEOPLE

Climate change is a direct threat to human health and quality of life, affecting all natural and human systems. The City of Prosser is home to people of all ages, various cultural backgrounds, and diverse abilities. Planning to mitigate risk to people, especially those with existing health inequities is a key part of conducting a vulnerability assessment. Some groups of people may experience greater impacts due to their frequency of exposure from their profession, age, financial status, or personal recreation. Additionally, some people may be disproportionately impacted by any exposure to climate hazards due to pre-existing health or economic conditions, age, or racial background.

People assets were ranked for three time periods: early century 2010-2039, mid century 2040-2069, and late century 2070-2099. Vulnerabilities were determined using the previously described Climate Vulnerability and Risk Assessment process.

Table 8. Vulnerability Assessment results for People

PEOPLE / ASSET	DESCRIPTION	CLIMATE VULNERABILITY		
		EARLY	MID	LATE
Youth/ children	Children may be disproportionately affected by climate change effects due to effects on development. Children may be less able to combat disease and extreme weather.	MEDIUM	HIGH	HIGH
Seniors/ People with Pre-existing Health Conditions	People with pre-existing health conditions may have greater sensitivity from pollution and extreme weather exposure. Elderly people may have greater sensitivity to pollution and extreme weather exposure. Lack of mobility access in case of natural disaster	HIGH	HIGH	HIGH
Outdoor Workers/ Farmworkers	Outdoor workers and farm workers may have higher risk of exposure to pollution and extreme weather than the general population.	HIGH	HIGH	HIGH
Low Income Communities	Depending on their living and working situations, people lacking financial resources are less likely to have access to mitigating factors such as A/C, air filtration, and/or adequate shelter.	HIGH	HIGH	HIGH

POLICY RECOMMENDATIONS FROM THE VULNERABILITY ASSESSMENT

HUMAN HEALTH AND EMERGENCY MANAGEMENT

- Engage populations that are most likely to be impacted by climate change in planning processes.
- Plan for an increase in climate-related health issues in health care and social services.
- Integrate planning for compounded and prolonged disasters in emergency planning.

PLANNING AND ECONOMIC DEVELOPMENT

- Prioritize climate hazard mitigation in local planning.
- Increase power reliability, especially in critical buildings that may lack reliable backup power.
- Promote sustainable business opportunities, including climate-smart agricultural adaptations.

INFRASTRUCTURE AND TRANSPORTATION

- Prioritize upgrading wastewater facilities to maximize climate resilience and reduce greenhouse gases.
- Improve the pedestrian and multi-modal transportation experience by providing more shade and extended coverage of infrastructure.
- Ensure infrastructure is prepared for shifting climate conditions, including for existing buildings and new construction. Prioritize critical buildings such as hospitals and community centers.

ECOSYSTEMS, NATURAL RESOURCES, AND WATER

- Ensure the Shoreline Master Plan and the Critical Areas Ordinance proactively address climate-related hazards.
- Utilize resources and partnerships to implement critical areas protection and restoration activities in critical habitats.
- Establish mitigation strategies for the algal blooms on the Yakima River to preserve water quality and aquatic species.

CULTURE AND RECREATION

- Strengthen protections around cultural resources that are threatened by the projected increase of extreme weather.
- Increase shade and canopy cover in parks to make outside recreation more comfortable, particularly during times of high heat.
- Locate funding to support the expansion or creation of programming for indoor recreation at the community center and library.

AGRICULTURE AND PARKS

- Resource conservation policies should proactively address climate-related hazards.
- Prioritize increasing shade during relevant City projects.
- Support regional efforts to increase agricultural resilience.

PEOPLE

- Develop a program to provide low-income residents with necessary cooling and air filtration systems in their homes.
- Promote transportation accessibility throughout the City of Prosser.
- Prioritize public health and consider equity in planning processes.

CONCLUSION

CLIMATE ELEMENT & FUTURE PLANNING

Results from the climate vulnerability assessment directly informed the creation of Prosser's first Comprehensive Plan Climate Element. The goals and policies included in the Climate Element are intended to guide Prosser in making informed, climate-resilient decisions across all relevant planning areas. Prosser's updated Comprehensive Plan, including the new Climate Element, is scheduled for formal adoption by the end of June 2026.

As the City of Prosser moves forward with the implementation of the 2026 Comprehensive Plan and Climate Element, social and environmental equity and justice will serve as guiding principles.

The methodology and findings in this report are the analytical foundation for Prosser's Climate Element, not the destination. The community engagement, policy audit, greenhouse gas inventory, climate impact analysis, and vulnerability assessment documented here were the means by which Prosser's residents, local experts, and City staff built a shared understanding of the challenges ahead and the priorities that matter most to this community. The goals and policies that emerged from that process are contained in the Climate Element, adopted as part of Prosser's 2026 Comprehensive Plan. Climate planning is ongoing — as conditions shift and new data becomes available, the City will revisit these findings, track progress on emissions reductions, and continue to engage the community, particularly those most likely to bear the earliest and greatest impacts of a changing climate.

City of Prosser
2026 Comprehensive Plan
Transportation Element

6/10/2026

FINAL WORKING DRAFT

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1. Introduction

The Transportation Element (TE) establishes a strategic framework to guide transportation investments in Prosser through the next 20 years, aligning with the community's vision and goals. The Element incorporates both immediate and long-term strategies, encompassing programs, policies, and projects to foster the growth of an integrated multimodal transportation system in the city. The plan guides the work of City staff and transportation agencies operating in Prosser and steers the development of the City's six-year Transportation Improvement Program (TIP), annual city budgets, and capital funding ordinances by outlining the projects the City will pursue to accommodate travel demands during the planning period.

This chapter is structured as follows:

- Section 2 provides an overview of the existing conditions of transportation infrastructure and services in the City, in compliance with Washington's Growth Management Act (GMA) requirements[1].
- Section 3 lists the goals and supporting policies that will guide the vision that this TE presents.
- Section 4 provides an overview of the future transportation network.
- Section 5 synthesizes the information from the previous Sections and other existing plans into a project list to achieve the goals and policies in Section 3. It also looks at the existing and possible finances available with the City to fund these projects.

1.1 Planning and transportation context

This Element draws context from the planning work of two previous documents, listed below with brief summaries:

1. Transportation Element, 2021: The previous TE was updated in 2021 as part of the Comprehensive Plan. It identified six overall goals (with supporting policies) for the city's transportation system:
   - Safe, multimodal transportation system
   - Coordination with the regional transportation network
   - Equitable distribution of transportation costs and benefits
   - Ensure that transportation facilities match developmental growth
   - Accommodate bike and pedestrian needs in all policies and facilities
   - Support transit to meet the needs of the transportation disadvantaged and increase mobility options for all

   The TE also defined level of service standards for traffic and non-motorized systems, which are discussed later in this document.
2. North Prosser Transportation Study, 2021: The City commissioned this study after annexing land for its urban growth area (UGA), a significant portion of which was situated north of the Yakima River. The study relies on primary data collection to assess the level of service on various roadways within the city (mostly located in the northern half) to make the following recommendations:
   - Solicit for future inclusion into a regional travel demand model.
   - Include target setting and monitoring in City planning documents.
   - Collect traffic counts for all City-owned functionally classified streets.
   - Fully assess injury-related crashes to identify types and contributing circumstances for developing countermeasures.

[1] https://www.commerce.wa.gov/growth-management/gma-topics/transportation-planning/

- Create demographic map layers to use with transportation planning.
- Based on volume-to-capacity screening, perform traffic impact analyses for two locations on Wine Country Rd and one location on Merlot Dr.

Regional access to Prosser is from Interstate 82 – which runs west to east along the northern edge of the city – and State Route 22, which runs along the southern end. SR 22 splits into SR 221 and continues southeast before joining I-82 in the east. The closest urbanized area to Prosser in Benton County is the Tri-Cities (Richland/Pasco/Kennewick), 30 miles east on I-82.

The Yakima River runs west to east through the middle of the city, splitting Prosser into two sections. There are three roadways within city limits that connect the northern half to the southern half across the Yakima River – I-82, Grant Ave, and Wine Country Rd. Wine Country Rd is also a major street that passes through the city's central area in the south. The southern part of the city has a greater density of the street network, while the northern half, which has newer developments, has a sparser street network and lower developmental density. The historic downtown is in the center of southern Prosser.

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2. Existing conditions

This section provides an inventory of the transportation infrastructure in Prosser. The subsections document roadways, bike and pedestrian facilities, transit service, and regional connectors. There is also a brief overview of commuting preferences for Prosser residents. The existing level of service (LOS) standards for different travel modes are then listed, followed by an evaluation of the infrastructure based on the LOS standards.

2.1 Road network

All roadways in Washington are classified based on the Federal Functional Classification (FCC) system. These are defined in Table 1 below.

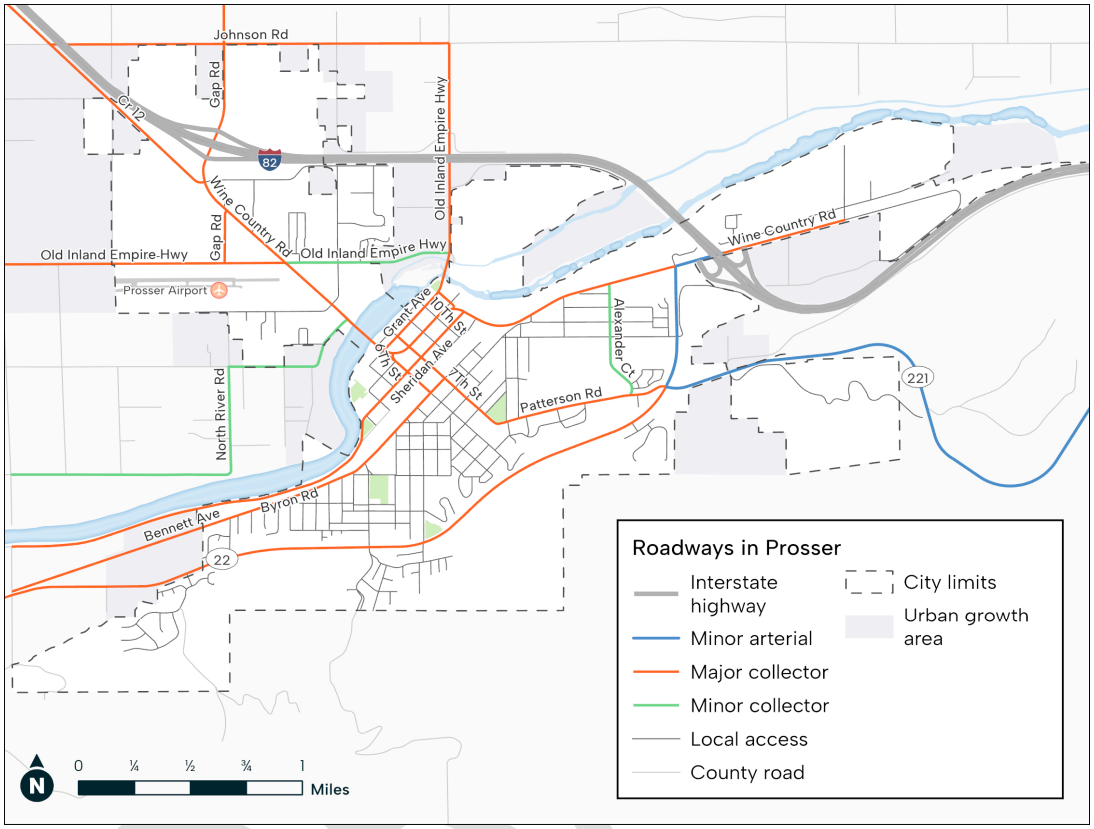
Table 1: Washington State roadway functional classification

Type	Description
Interstate	Highways which connect major cities, with limited number of access points to allow for free-flowing traffic. Active transportation is generally prohibited.
Principal arterial	Balance high volumes of vehicle throughput, frequent and high-capacity transit service including regional connections, and the highest concentrations of commerce, employment, housing, and other activity. To safely accommodate non-vehicle users, they should have sidewalks on both sides, marked and signalized crosswalks, and bike facilities.
Minor arterial	Designed to provide a high degree of intra-community road and transit connections and are less significant from the perspective of regional mobility. To safely accommodate non-vehicle users, they should have sidewalks on both sides, marked and/or signalized crosswalks, and bicycle facilities.
Major collector	Assemble traffic from the interior of an area and deliver it to the network of arterials. Provide for both mobility and access to property and are designed to fulfill both functions. To safely accommodate non-vehicle users, they should have sidewalks on one or both sides, marked and/or signalized crosswalks, and bicycle facilities.
Minor collector	Perform the same function as a major collector but are often shorter with lower speeds and fewer signalized intersections.
Local access	Connect traffic to arterials and accommodate short trips to neighborhood destinations. Generally do not have transit service or bicycle facilities. To safely accommodate non-vehicle users, they should have sidewalks on one or both sides and marked crosswalks.

Source: *USDOT Highway Functional Classification Concepts, Criteria and Procedures*, Section 3, 2023: https://www.fhwa.dot.gov/planning/processes/statewide/related/hwy-functional-classification-2023.pdf

Prosser's street network is shown in Figure 1. Four types of streets exist in Prosser, according to the FCC system – Interstate, Major collector, Minor collector, and Local access. The interstate highway, I-82, passes through the northern and eastern parts of the city. The state routes, SR-22 and SR-221, are major collectors present in the southern part of the city.

Figure 1: Federal functional classification of roadways in Prosser



2.2 Pedestrian and bike infrastructure

Pedestrian infrastructure includes sidewalks, crosswalks, trails, and shared-use paths. Bicycling infrastructure enables trips on bicycles, scooters, skateboards, or for those rolling with varying levels of experience and confidence.

2.2.1. Pedestrian

Prosser's municipal code specifies sidewalk width requirements based on the type of streets and mentions specific streets. Typically, the city requires "business" streets to have between 8- and 12-feet wide sidewalks, depending on the street. The remaining sidewalks should be 5 feet wide[2].

Data available in 2026 doesn't specify sidewalk width; however, it does show where sidewalks are present or not present (Figure 2). Counting both sides of a street, there are 32 miles of sidewalks in Prosser, while 60 miles of available length for sidewalks is categorized as "non-existent". In other words, the sidewalk network on all streets in the city is 35% complete.

[2] *Sidewalk and curb construction and maintenance*, Prosser Municipal Code: https://www.codepublishing.com/WA/Prosser/html/Prosser12/Prosser1205.html#12.05

The major street passing through the city, Wine Country Rd, has sidewalks on both sides from Gap Rd in the north till 10th St after crossing the Yakima River (a major exception is the bridge, where there's sidewalk on only one side). After that, it has sidewalks on only one side. Among the other major collectors, Byron Rd doesn't have any sidewalks, while Bennett, Sheridon, and Grant Avenues all have disconnected sidewalks or on just one side.

2.2.2. Multi-use path

The Lower Yakima Valley Pathway, a multi-city, multi-use pathway for bikers and pedestrians, enters the city along I-82 and Wine County Rd from the north and stops at the Yakima River bridge.

2.2.3. Bike

Apart from the multi-use path, there are shoulder bike lanes along the Old Inland Empire Hwy, east side of Kinney Way from Bennett Ave to Concord Ct, and on both sides of Wine Country Rd from Yakima River to the eastern city limits (Figure 3).

Figure 2: Existing pedestrian infrastructure

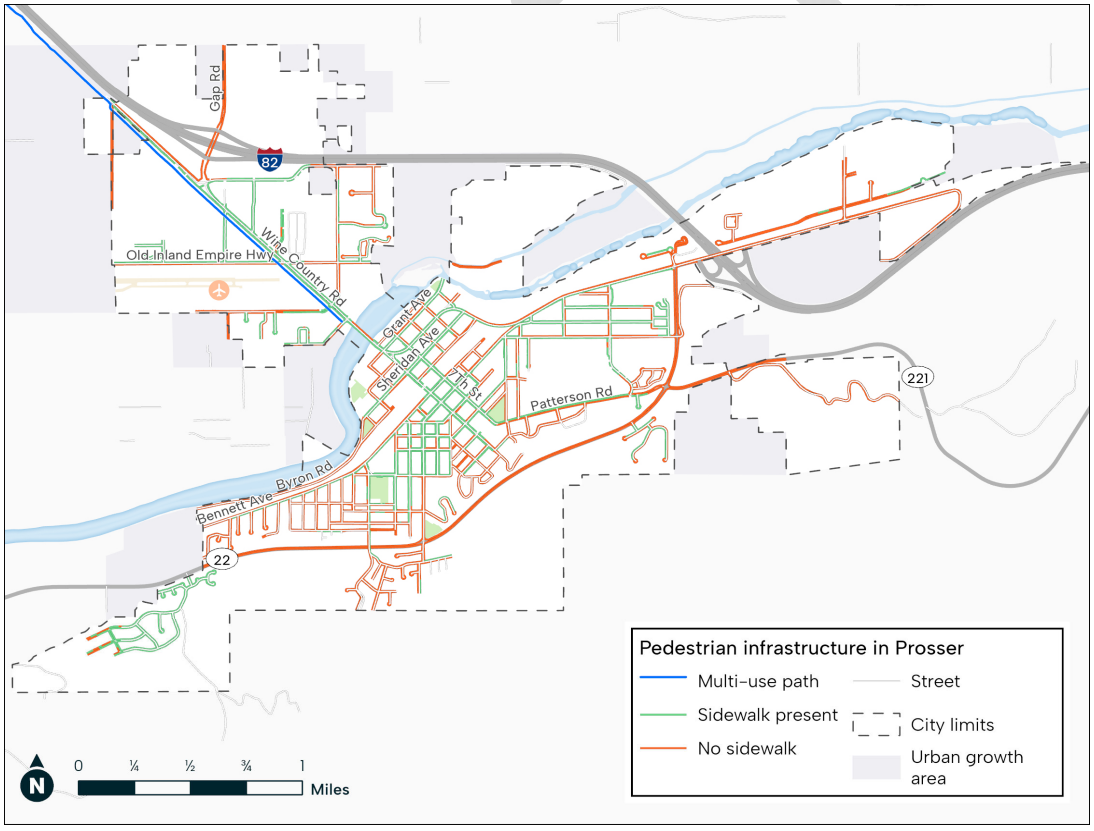
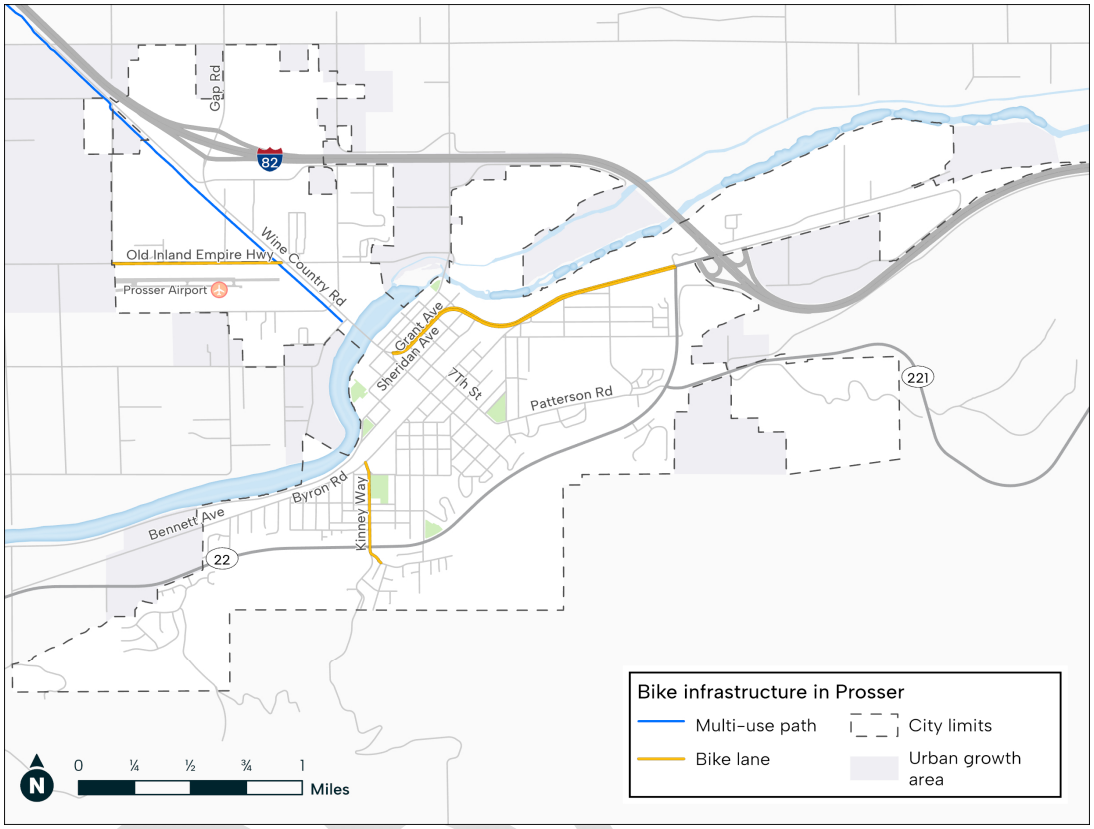


Figure 3: Existing bike infrastructure



2.3 Transit service

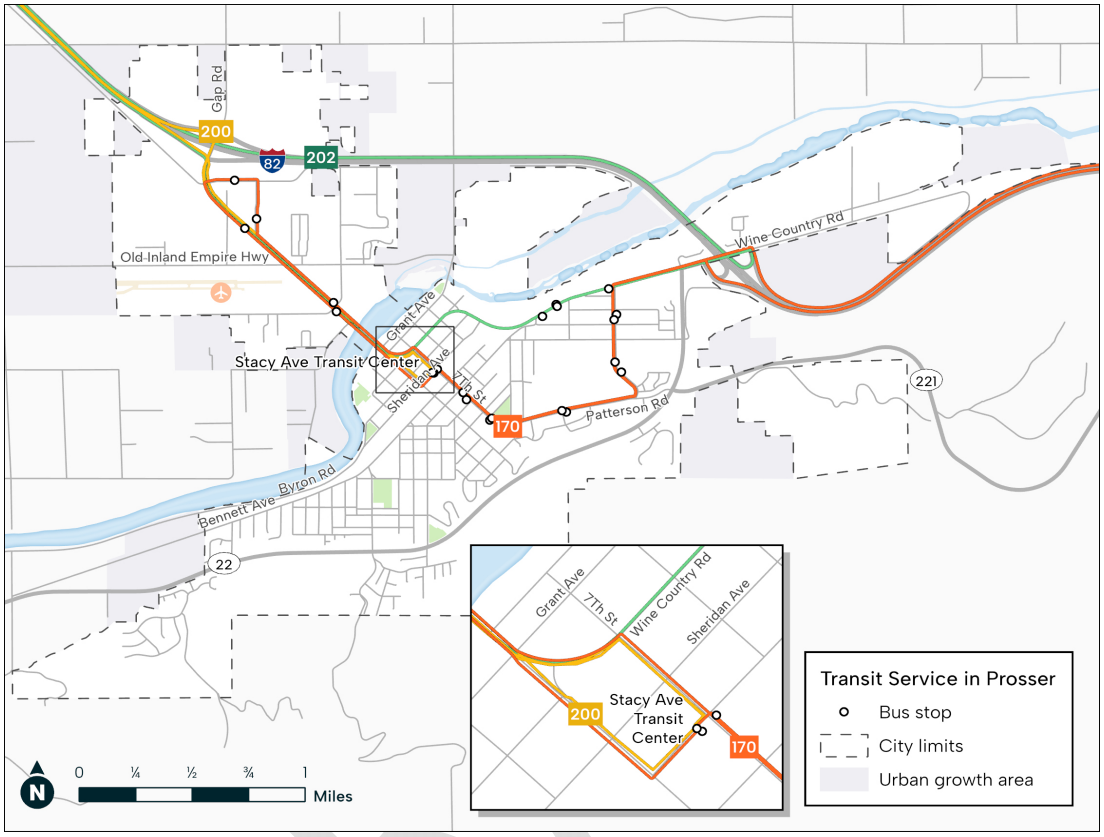
Strong transit service supports the diverse mobility of residents, businesses, employees, and visitors. It is also a critical tool to help people be less dependent on a car for daily needs, in turn reducing greenhouse gas emissions. In Prosser, two agencies provide transit. Ben Franklin Transit (BFT) runs an hourly inter-city route on weekdays and on Saturday, and People for People (PFP) runs two commuter routes for morning and evening connections. Table 2 shows the details of the routes. Figure 4 shows a map of the routes, the transit center, and the location of the 23 bus stops that serve the routes[3,4].

Table 2: Transit routes in Prosser

Route	Service hours (from starting point in Prosser)	Frequency
BFT 170 – Richland / Benton / Prosser	Weekday: 6:05 AM – 8:05 PM Sat: 8:05 AM – 6:05 PM	Weekday: Hourly Sat: Every two hours
PFP 200 – Work express route	10 AM and 6:15 PM	Twice on weekdays
PFP 202	6:18 AM and 4:18 AM	Twice on weekdays

[3] Source: BFT Route 170 Schedule
[4] Source: People for People Fixed Route Services

Figure 4: Bus routes operated in Prosser



Apart from fixed-route service, BFT also operates van-based, Dial-A-Ride (DAR) ADA paratransit in Prosser. The DAR is available during weekdays, with bookings required 24 hours in advance.

Regional connections

2.3.1. Regional bus service

Apart from the inter-city connections provided by the transit routes (see previous section), there are no other regional bus services that pass through or stop in Prosser.

2.3.2. Rail

There is no passenger rail connection to Prosser. The closest Amtrak route and station is 40 miles east of Prosser, in Pasco. There is a BNSF freight rail track that passes through the city, between Bennett Ave and Stacey Ave.

2.3.3. Aviation

The Port of Benton operates the Prosser Airport in the northwest region of the city. The airport serves business customers and regional agricultural needs.

2.3.4. Freight

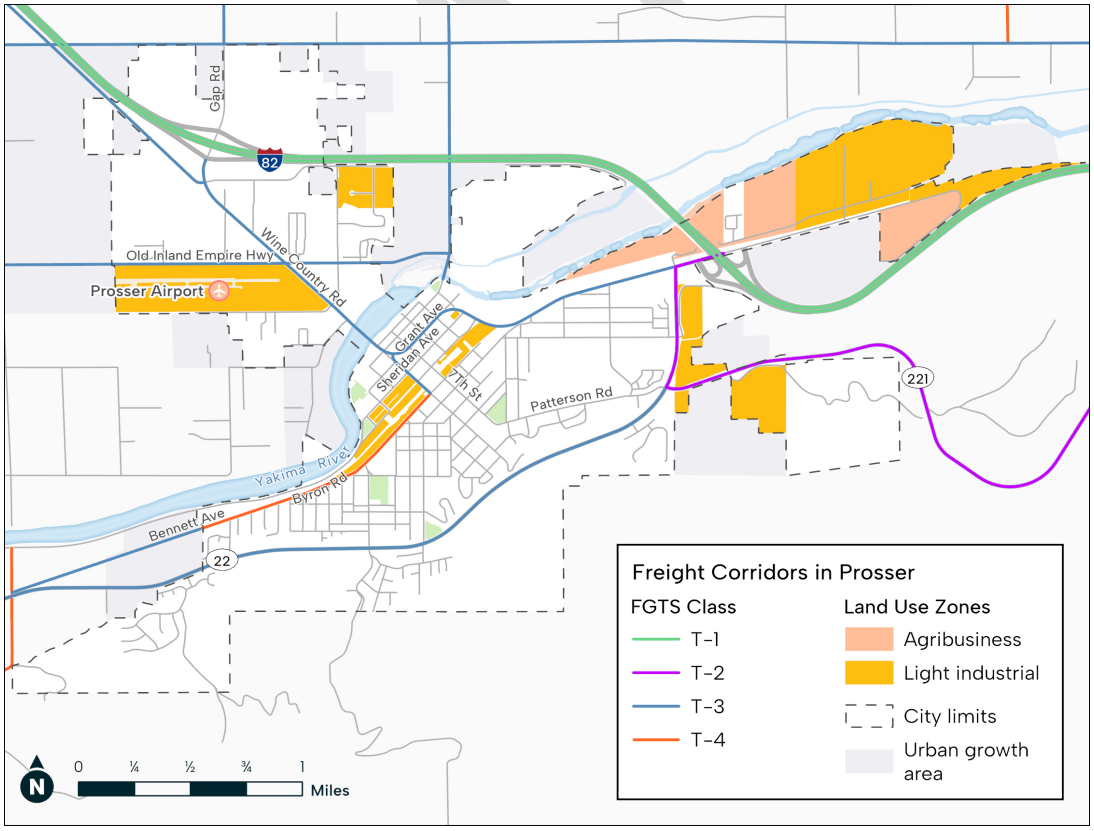
The Washington State Department of Transportation (WSDOT) employs a classification system to designate strategic freight corridors within the state as part of the Freight and Goods Transportation System (FGTS). The classifications (T-1 through T-5), shown in Table 3, are based on annual freight tonnage moved along a corridor. The map in Figure 5 identifies the WSDOT FGTS freight corridors and truck routes assigned by the City. The map also shows the land use zones in Prosser relevant for major freight activity – light industrial and agribusiness. These zones are adjacent to the major interstate, state, and collector streets in the city.

Table 3: WSDOT Freight Classification

Freight Corridor	Description
T-1	More than 10 million tons of freight per year
T-2	4 million to 10 million tons per year
T-3	300,000 to 4 million tons per year
T-4	100,000 to 300,000 tons per year
T-5	At least 20,000 tons in 60 days

Source: WSDOT, 2025.

Figure 5: Freight network in Prosser

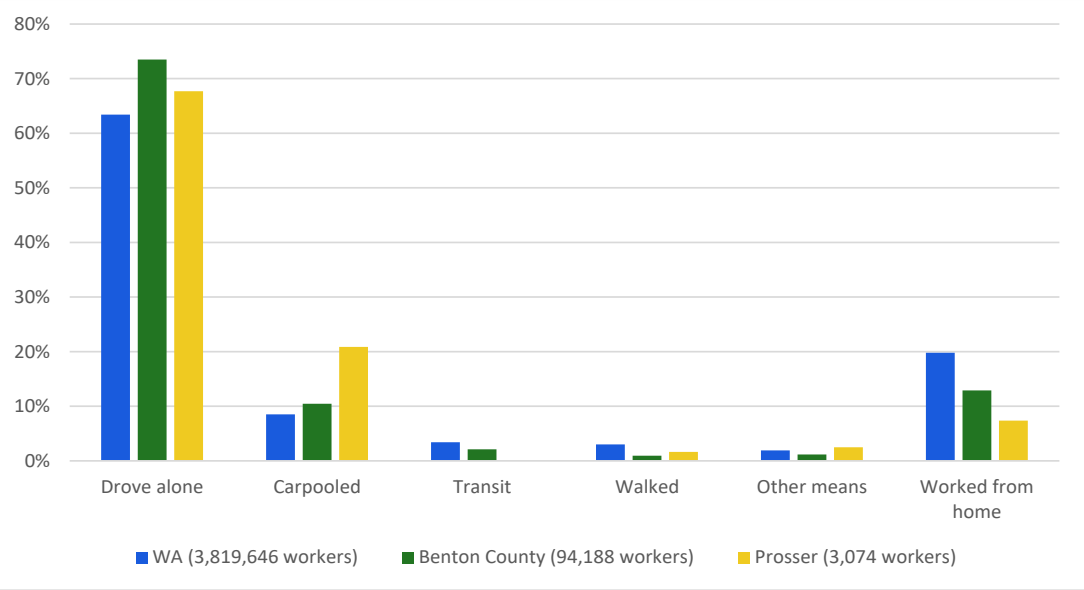


The only T-1 corridor passing through the city is I-82. SR-221, which briefly enters the city from southwest and joins the I-82, is a T-2 corridor. Wine Country Rd, the old Inland Empire Hwy, and SR-22 are T-3 freight corridors. A brief section of Bennett Ave within city limits serves as the only freight corridor with T-4 designation. These and other freight routes are important for supporting the local and regional economies but can be a conflict with other modes. Thus, roadway design should consider this freight traffic in terms of lane width and intersection design while considering multi-modal upgrades like bike lanes to better separate non-motorized travelers from large vehicles.

2.4 Mode split for commute trips

The travel modes of residents in Prosser is available through the American Community Survey (ACS), which reports the ways in which people commute to work. This does not capture the full picture of travel in the region, as people travel for many other reasons than commuting, but it does provide some insight into common modes. Figure 6 compares the mode split in Prosser with all of Washington and Benton County. From 2020-2024, nearly seven out of every ten people drove to work in Prosser. Of the remaining 32%, 21% carpooled (much higher than the regional average), 7% mostly worked from home, while transit, walking, and any other means made up just 4% of the trips. It is possible that transit, walking, and biking trips are underrepresented in this data since the travel behavior of students, shopping, and recreational trips are not captured.

Figure 6: Commute-to-work mode shares in Prosser, Benton County, and Washington



Source: American Community Survey, 5-year estimates (2020-2024)

2.5 Safety

In 2022, Prosser completed a City Safety Plan which evaluated collision data from the WSDOT Crash Portal from 2017 to 2021. In that time, there were three suspected serious injury collisions, one collision involving a pedestrian, and five collisions involving a bicyclist. The study determined the city's top priority crash locations, shown in Table 4. More details about the findings and solutions can be found in the study.

Table 4: Top five priority crash locations from the 2022 City Safety Study

Priority	Serious Injury and Other Injury Priority Crash Location
1	Old Inland Empire (OIE) Highway & Wine Country Road (WCR) Intersection
2	WCR & Nunn Road Intersection
3	Chardonnay Square Throughway
4	North Gap Road – North of OIE
5	Chapman Lane – Northwest of SR 22

Since then, there have been zero fatal collisions and eight suspected serious injury collisions from 2023 to 2025. There have also been two pedestrian and one bicyclist involved collisions, all three of which resulted in suspected serious injuries. Merlot Dr, Wine Country Rd, and 6th St all had more than one serious injury collision.

2.6 Level of service (LOS) standards

2.6.1. Traffic LOS

Typically, the standard measure of performance and congestion levels for a roadway is by measuring intersection delay (measured in seconds per vehicle). The *Highway Capacity Manual* (HCM) defines delay as "delay brought about by the presence of a traffic control device including delay associated with vehicles slowing in advance of an intersection, the time spent stopped on an intersection approach, the time spent as vehicles move up in the queue, and the time needed for vehicles to accelerate to their desired speed."

Level of Service (LOS) is a term that qualitatively describes the operating performance of an intersection and is a standard method for characterizing delay at an intersection. For all intersections (signalized, all-way stop control (AWSC), two-way stop control (TWSC), and roundabouts) the LOS is based on the average delay, either for the whole intersection or for a particular approach. LOS is reported on a scale from A to F, with A representing the lowest delays. Table 5 provides a brief description of each LOS letter designation based on the HCM, 6th Edition.

Table 5: Level of service descriptions – Intersection delay method

LOS	Description	Signalized Delay (s/veh)	Unsignalized Delay (s/veh)
A	Free-flowing conditions.	≤ 10	0-10
B	Stable operating conditions.	>10-20	>10-15
C	Stable, but individual motorists are affected by interaction with others.	>20-35	>15-25
D	High density of motorists, but stable flow.	>35-55	>25-35
E	Near-capacity operations, with significant delay and low speeds.	>55-80	>35-50
F	Over capacity, with excessive delays and forced, unpredictable flows.	>80	>50

Source: Highway Capacity Manual, 6th Edition.

However, as noted in the 2021 North Prosser Transportation Study, Prosser is not a part of the Benton-Franklin Council of Governments (BFCOG) regional traffic demand modeling and future forecasting, and therefore is not included in BFCOG's traffic modeling and forecasting process where intersection traffic volumes could be forecasted for future scenarios. Instead, the North Prosser study relied on measuring volume-to-capacity (v/c) ratios ("v/c method"). The v/c ratio is calculated by dividing the number of

vehicles passing in both directions on a roadway during a defined period[5] by standard capacity for that roadway type defined in the Highway Capacity Manual (HCM). Table 6 shows a description of each LOS designation.

Table 6: Level of service descriptions – v/c method

Level of Service	Description	Volume/Capacity Ratio
A	Free-flow operation. Vehicles are completely unimpeded in their ability to maneuver within the traffic stream.	≤ 0.60
B	Primarily free-flow operation. The ability to maneuver within the traffic stream is only slightly restricted. Intersection delay is minimal.	0.61 - 0.70
C	Stable flow. Speeds and maneuverability more restricted than LOS B because of higher volumes. Longer queues at intersections.	0.71 - 0.80
D	Less stable flow. Speeds and maneuverability affected by small increases of flow. Speeds nearing 40 – 50% of free-flow.	0.81 - 0.90
E	Unstable operation, significant delay. Speeds approaching 30% of free-flow speed.	0.91 - 1.00
F	Forced flow. Very low speeds, volumes exceed capacity, long delays and queues with stop-and-go traffic.	> 1.00

Source: Highway Capacity Manual, 6th Edition.

Regardless of which one of the above two methods is used for measurement, the City has set the following LOS standards for its intersections:

- LOS F at all intersections in the Historic Downtown area
- LOS C for all other roads (excluding State and Federal highways)

Intersections with state and interstate routes must operate at LOS D or better according to WSDOT.

2.6.2. Non-motorized level of service

Prosser has set the following level of service standards for sidewalks and bicycles:

- On arterials and collectors,
  - Sidewalks on both sides
  - Crosswalks every 600 feet where feasible.
- Network of bicycle lanes available to provide alternative modes of transportation along arterials, collectors, and roads connecting significant residential developments to commercial hubs.

2.7 Evaluation of existing infrastructure

Based on the LOS standards defined in the previous section, this sub-section identifies the gaps and pain points, if any, in the city's transportation infrastructure.

[5] The time period is typically either the peak PM hour of traffic, or the average daily traffic (ADT). The appropriate option depends on the context and travel patterns for each street being studied.

2.7.1. Existing traffic LOS

As described in the previous sub-section, the LOS for auto traffic in Prosser was assigned using the v/c method. The process for applying this method was adapted from the Florida Department of Transportation's (FDOT) *Multimodal Quality/LOS Handbook*[6], and is described in Appendix Section 0.

Table 7 is a list of 30 street segments where traffic counts have been conducted in the past. It shows the corresponding LOS threshold, based on the standards for different roadway types defined in the previous sub-section. ADT values for 2026 were estimated by extrapolating traffic counts from previous years using a population growth factor of 1.53%, based on forecasts from the Land Use Element. Streets highlighted in blue in the table are in lower density areas compared to the rest of the city, while those in yellow highlight are in higher density areas. Accordingly, an adjustment factor of (-)20% and (+)20% has been applied, respectively, to the annual population growth factors for traffic on those streets.

By dividing the estimated ADT with the roadway capacity in ADT (derived from the FDOT manual), a v/c ratio was calculated for each street segment. Finally, LOS values for current traffic volumes were assigned using the thresholds defined in Table 6. Per this analysis, daily traffic levels were found to be well below the acceptable thresholds along all street segments that the City has studied in the past. It must be noted that comparing traffic during peak hours against the peak hour roadway capacity may result in a higher (or worse) LOS value for the busiest streets.

Table 7: Traffic LOS on major streets in Prosser in 2026

Street	Roadway type	ADT[A] measurement location	LOS[B] threshold	ADT (2026)[C]	Capacity (ADT)	v/c ratio	LOS
Alexander Ct	Minor collector	North of Paterson	C	1,165	17,920	0.07	A
Alexander Ct	Minor collector	North of PHS entrance	C	1,115	17,920	0.06	A
Alexander Ct	Minor collector	North of Highland	C	1,428	17,360	0.08	A
Bennett Ave	Major collector	Between Brown & Florence	C	2,497	17,360	0.14	A
Bennett Ave	Major collector	Between Larch W. City Limits	C	1,139	17,920	0.06	A
Byron	Major collector	Between 3rd & W. City Limits	C	474	14,400	0.03	A
Gap Rd	Major collector	Between OIE & WCR	C	553	17,920	0.03	A
North River Rd	Minor collector	Between Les Schwab & Petra Ave	C	3,272	17,920	0.18	A
OIE Hwy	Major collector	Between WCR & Gap	C	2,028	17,920	0.11	A
OIE Hwy	Major collector	East of Albro	C	2,754	14,400	0.19	A
OIE Hwy	Minor collector	Between WCR & Wamba	C	1,360	17,360	0.08	A
OIE Hwy	Minor collector	East of Wine Country Villas	C	961	17,360	0.06	A
OIE Hwy	Minor collector	West of New Gate	C	2,095	17,920	0.12	A
Paterson Dr	Major collector	Between Claire & Nell	C	1,624	17,920	0.09	A
Wamba Rd	County Rd	South of OIE	C	402	14,400	0.03	A
Wamba Rd	County Rd	North of OIE	C	561	17,920	0.03	A
WCR	Major collector	East of Alexander	C	6,182	23,520	0.26	A
WCR	Major collector	Gap at State R/W	C	11,203	17,360	0.65	A
WCR	Major collector	West of Loves Truck Entrance	C	6,842	14,400	0.48	A
WCR	Major collector	South of Albro	C	3,828	14,400	0.27	A
WCR	Major collector	South of N. River Rd Southbound	C	7,513	17,360	0.44	A

[6] https://www.fdot.gov/planning/systems/systems-management/quality-level-of-service

Street	Roadway type	ADT[A] measurement location	LOS[B] threshold	ADT (2026)[C]	Capacity (ADT)	v/c ratio	LOS
WCR	Major collector	South of N. River Rd northbound	C	7,322	22,785	0.32	A
WCR	Major collector	North of OIE, Southbound	C	5,894	23,520	0.25	A
WCR	Major collector	South of OIE, Northbound	C	6,421	23,520	0.27	A
SR 221	Minor arterial	East of SR 22	C	2,148	17,360	0.12	A
SR 22	Minor arterial	North of SR 221	C	4,670	22,785	0.20	A
SR 22	Major collector	South of SR 221	C	2,335	23,520	0.10	A
SR 22	Minor arterial	South of WCR	C	5,519	22,785	0.24	A
WCR	Major collector	East of SR 22	C	7,960	22,785	0.35	A
SR 22	Major collector	B/w Market St & Paterson Ave	C	2,123	14,400	0.15	A

Notes:
OIE: Old Inland Empire WCR: Wine Country Rd
A: ADT is average daily traffic. B: LOS is level of threshold.
C: ADT values for 2026 were based on data collected from multiple previous years, which were then modified using a population growth factor.
Blue: Lower annual growth rate by 20%. Yellow: Higher annual growth rate by 20%.

2.7.2. Pedestrian and bike gap analysis

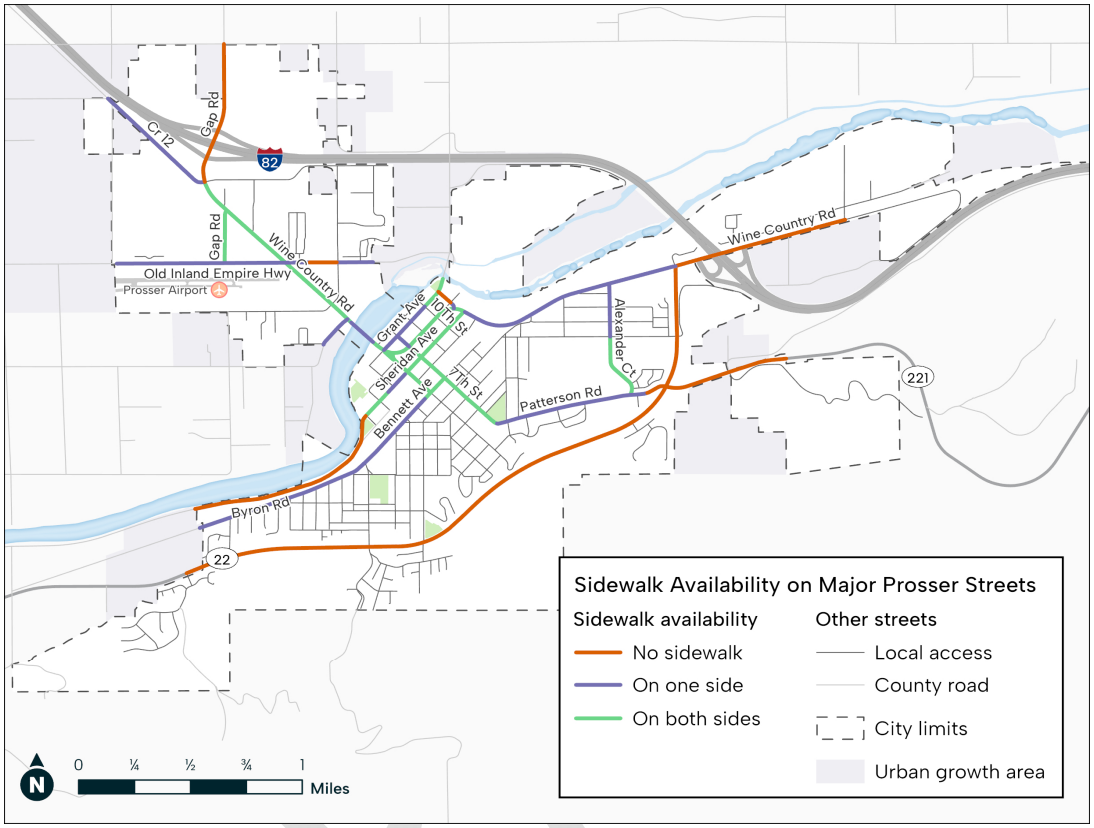
Using the non-motorized LOS requirements defined in Section 2.6.2, Figure 7 below shows the streets which were analyzed for sidewalk completion levels.

Of the 16 miles of applicable arterial and collector streets, 23% had sidewalks on both sides, 34% on one side only, and the remaining 43% or 6.8 miles had no sidewalk on any side. It must be noted that most of this deficiency — 4.3 of the 6.8 miles — is along the state routes 22 and 221. Within city limits, the Downtown area has a higher percentage of complete sidewalks, while the collector streets like Wine Country Road, Old Inland Empire Hwy, and Bennett Ave have sidewalks on one side only.

The LOS standards also require crosswalks every 600 ft on the major streets where feasible. The grid network in and around Downtown supports crosswalks on most streets. A few exceptions where there are no pedestrian crossings for a larger distance are along:

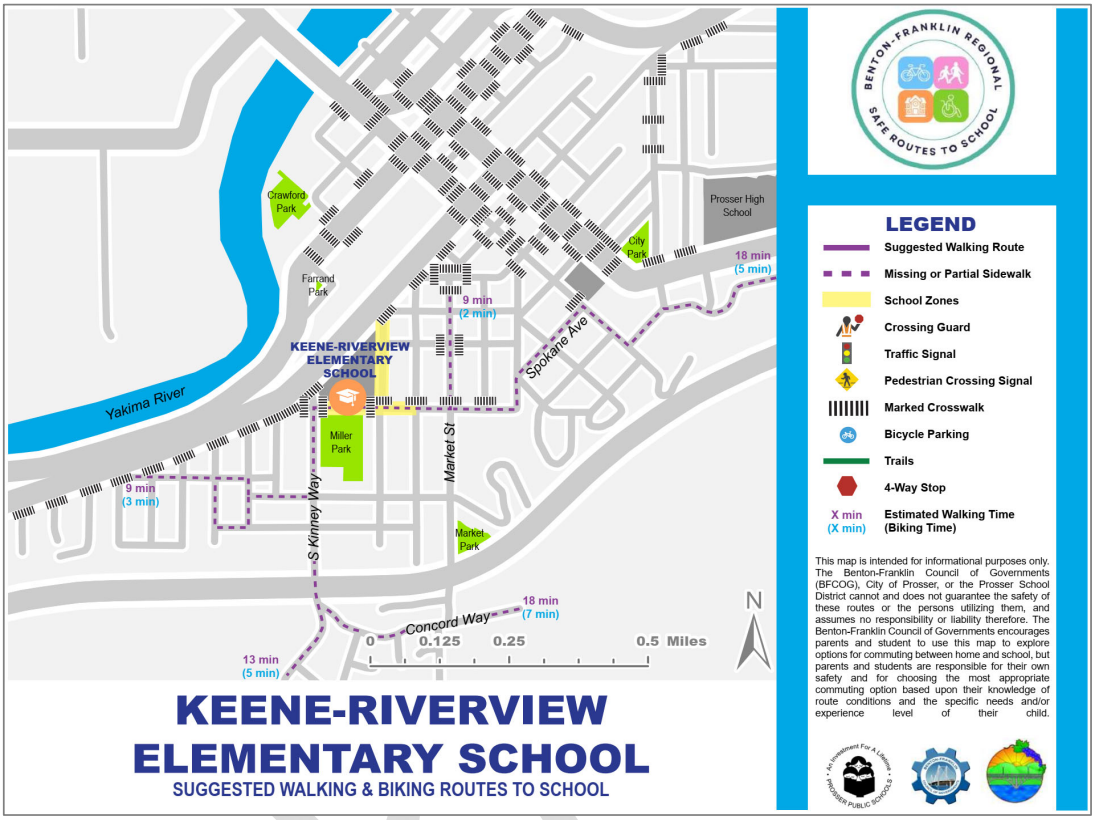
- Wine Country Rd from 8th St to SR 22
- Patterson Rd from SR 22 to Playfield Ave
- Grant Ave from Wine Country Rd to 9th St
- North River Rd from Wine Country Rd to 360 W North River Rd

Figure 7: Gaps in sidewalks on major Prosser streets



The BFCOG released a regional Safe Routes to School (SRTS) Plan in 2024, which identified multi-modal needs around schools throughout the two counties. In Prosser, the study identified gaps in sidewalk availability around the Keene-Riverview Elementary School on the following streets — S Kinney Way, Park Ave, Spokane Ave, and Evans Ave (Figure 8). While these streets are not part of the LOS requirements, they have been identified as safety needs.

Figure 8: Sidewalk gaps around Keene-Riverview Elementary School



Source: BFCOG Safe Routes to School Plan, 2024

3. Future transportation network

In this section, changes in the existing transportation network over the next 20 years are evaluated against the LOS standards, goals, and policies defined in the previous sections.

3.1 Road network

According to the Land Use Element, Prosser's population is expected to grow from 6,062 in 2026 to 8,200 in 2046, which is at an average annual growth of 1.53%. Using this as a starting point, the 2026 estimated ADT for the 30 study segments was grown to 2046 ADT. Growth does not always happen evenly across a city, so in those areas where more dense growth is anticipated the ADT was grown at a slightly higher rate to reflect this. Using the same LOS calculation method used for the existing road traffic, Table 8 presents the expected LOS in 2046 for the 30 street segments based on the estimated ADT. The outcomes are as follows:

- 2 segments, one along Wine Country Road west of the entrance for Loves Truck, and the other on the same road between Gap Rd, are expected to reach LOS B, but less than the threshold of C.

- 28 segments are expected to remain at LOS A.

Table 8: Traffic LOS on major streets in Prosser in 2046

Street	ADT[A] measurement location	LOS[B] threshold	Capacity (ADT)	ADT (2046)	v/c ratio (2026)	v/c ratio (2046)	LOS (2026)	LOS (2046)
Alexander Ct	North of Paterson	C	17,920	1,522	0.07	0.08	A	A
Alexander Ct	North of PHS entrance	C	17,920	1,457	0.06	0.08	A	A
Alexander Ct	North of Highland	C	17,360	1,866	0.08	0.11	A	A
Bennett Ave	Between Brown & Florence	C	17,360	3,263	0.14	0.19	A	A
Bennett Ave	Between Larch W. City Limits	C	17,920	1,488	0.06	0.08	A	A
Byron	Between 3rd & W. City Limits	C	14,400	590	0.03	0.04	A	A
Gap Rd	Between OIE & WCR	C	17,920	722	0.03	0.04	A	A
North River Rd	Between Les Schwab & Petra Ave	C	17,920	4,275	0.18	0.24	A	A
OIE Hwy	Between WCR & Gap	C	17,920	2,650	0.11	0.15	A	A
OIE Hwy	East of Albro	C	14,400	3,599	0.19	0.25	A	A
OIE Hwy	Between WCR & Wamba	C	17,360	1,777	0.08	0.10	A	A
OIE Hwy	East of Wine Country Villas	C	17,360	1,255	0.06	0.07	A	A
OIE Hwy	West of New Gate	C	17,920	2,738	0.12	0.15	A	A
Paterson Dr	Between Claire & Nell	C	17,920	2,122	0.09	0.12	A	A
Wamba Rd	South of OIE	C	14,400	525	0.03	0.04	A	A
Wamba Rd	North of OIE	C	17,920	733	0.03	0.04	A	A
WCR	East of Alexander	C	23,520	8,078	0.26	0.34	A	A
WCR	Gap at State R/W	C	17,360	14,638	0.65	0.84	A	B
WCR	West of Loves Truck Entrance	C	14,400	8,940	0.48	0.62	A	B
WCR	South of Albro	C	14,400	5,002	0.27	0.35	A	A
WCR	South of N. River Rd Southbound	C	17,360	10,369	0.44	0.60	A	A
WCR	South of N. River Rd northbound	C	22,785	10,105	0.32	0.44	A	A
WCR	North of OIE, Southbound	C	23,520	7,702	0.25	0.33	A	A
WCR	South of OIE, Northbound	C	23,520	8,390	0.27	0.36	A	A
SR 221	East of SR 22	C	17,360	2,807	0.12	0.16	A	A
SR 22	North of SR 221	C	22,785	6,102	0.20	0.27	A	A
SR 22	South of SR 221	C	23,520	3,051	0.10	0.13	A	A
SR 22	South of WCR	C	22,785	7,212	0.24	0.32	A	A
WCR	East of SR 22	C	22,785	10,401	0.35	0.46	A	A
SR 22	B/w Market St and Paterson Ave	C	14,400	2,774	0.15	0.19	A	A

Notes:
OIE: Old Inland Empire WCR: Wine Country Rd
A: ADT is average daily traffic. B: LOS is level of threshold.
Blue: Lower annual growth rate by 20%. Yellow: Higher annual growth rate by 20%.

3.2 Other modes and considerations

3.2.1. Bicycle and Pedestrian

There are no known planned bicycle, pedestrian, or trail projects within Prosser that would affect the future level of service.

3.2.2. Transit

BFT plans to build a transit mobility hub — "intended to improve transit access, enhance service efficiency, and meet the evolving transportation needs of these growing communities"— in Prosser by 2030. There are no planned expansions in bus routes, schedules, or frequencies, per BFT's most recent Transit Development Plan.

3.2.3. Coordination with land use

As documented in the Land Use Element, areas within the city limits will see their zoning updated to support more housing without relying on expansion of the city. While denser developments lead to a smaller growth in car usage compared to increase in single-family housing, the City should continue to monitor the traffic impacts arising from zoning and land use changes while prioritizing transportation projects.

3.2.4. Regional transportation coordination

The City should continue to coordinate with the BFCOG and the State to maintain roadway, trail, and rail facilities that either connect to or pass through Prosser city limits.

Furthermore, the City should also advocate to be included in BFCOG's regional travel demand model for more accurate and holistic forecasting of traffic level of service.

3.2.5. Transportation Demand Management

This plan's overall policy set, including the Future Land Use map and transportation-specific objectives contained at the conclusion of this chapter, work together to help manage the overall demand on Prosser's roadway network. Apart from this, the city should continually explore options to reduce the drive-alone rate using the options below:

- **Vanpool Programs** – Shared vehicle programs match drivers with other commuters taking a similar trip.
- **Alternative Work Schedules** – Alternative work schedule options are beneficial to both employees and employers. Businesses can provide coverage for additional hours, and employees are able to work their schedules around transit and vanpool/ridesharing availability. Alternative schedules include flextime, compressed work weeks, and staggered shifts.
- **Parking Management Strategies** –These include pricing policies, creation of parking districts in commercial and residential areas for permits and pricing, or shared parking agreements where the City can collaborate with private lot owners to share excess parking spaces during off-peak hours. For Prosser, exploring parking management policies in Historic Downtown will be especially beneficial owing to the traffic LOS threshold of F in that area.
- Improving conditions, services and access to public transit in collaboration with BFT and PFP.

Alternative work schedule definitions:

- Flextime: Employees work a set number of hours with start/end times and days of the week agreed upon with the employer.
- Compressed Work Week: Employees work fewer days by working longer shifts, reducing their total VMT by eliminating some trips.
- Staggered Shifts: Employees start and end their workday outside the peak periods of commute travel.

4. Funding and proposed projects

4.1 Funding

The City of Prosser has multiple revenue sources to support its overall transportation program, made up of general revenue collection (like property taxes and inter-governmental revenue) and dedicated fees (like the transportation benefit district charge). To assess the feasibility of executing the project list (discussed in the next sub-section), the City's expenditure on transportation-related works from previous years is used here to estimate the available funds for the next 20 years.

4.1.1. Funding assessment

According to the 2025 budget, the City spent $1.43 million on all transportation-related works in 2025. A breakdown of the expenditure categories is shown in Table 9. The city budget allocates the money collected from various sources into specific "funds", which can then only be used for projects applicable under the fund's definition.

Table 9: List of transportation-related expenditure items in the 2025 budget

City budget fund ID	Name of expenditure type	Works allowed under this category	Expenditure in 2025 ($)
102	Street Fund	Street maintenance	929,742
103	Transportation benefit district	Improvements and maintenance	213,928
104	Street & Transportation reserve fund	Future street improvements reserve	8,455
106	Street fund small projects fund	Small street improvement projects	10,606
110	Arterial street fund	Arterials	112,004
152	Infrastructure Development Reserve Fund	Street improvements	0
301	REET First Quarter Percent	Various projects including transportation	0
304	Alexander Court improvement project	Specific to project	73,346
305	OIE Roundabout Project Fund	Specific to project	85,563
		Total	**1,433,644**

Table 10 shows the City's expenditure on non-maintenance, transportation-related capital projects through general reserve funds from 2021 to 2025. Thus, it specifically excludes Funds 102 and 103, which are reserved for maintenance.

Table 10: Annual expenditure on non-maintenance, recurring, transportation-related capital projects

Year	Expenditure ($)
2021	105,396
2022	1,466,392
2023	487,847
2024	669,501
2025	521,366

Based on an average annual expenditure of approximately $560,000 in the last three years, the City is forecasted to have approximately $11.2 million to spend on transportation projects in the 20-year 2026-

2046 period. However, specifically for transportation projects, the City mostly relies on state and federal grants for the funds. Since grant funds are competitive and vary year-over-year, the forecasted amount should be taken only for indicative purposes and not as a certainty.

4.2 Proposed project list

The list of projects proposed as part of this TE was compiled by relying on the following inputs:

- Review of existing local, county, and state plans to include existing proposed projects. These plans are — WSDOT STIP (2026-29), Prosser Safety Plan 2026, Prosser CFP 2025, BFCOG 2025 Congestion Management Plan, BFCOG Transportation Improvement Program, BFCOG Community Safety Action Plan, BFCOG Safe Routes to School Plan, BFCOG Transition 2045 Metropolitan Transportation Plan, and the BFT Transit Development Plan. For projects found in multiple plans, the preferred source is one closest to City of Prosser's workplans.
- Evaluation of the existing gaps in the transportation network, as documented in the section on existing conditions. The source for these projects is categorized as "New".

In total, there are 37 projects for a 20-year timeline. The total cost of these projects to the City is an estimated $16.4 million, with the need for external funding of $20.9 million. Exact project costs will need to be calculated during the planning and design phases. These costs are current year, and do not reflect inflation. As estimated in the previous sub-section, the City is forecasted to have about $11.2 million for the next 20 years. Thus, the project list is split into two. The first list, called the constrained list, is shown in Table 11 with priority projects and adds up to $11.1 million in cost to the City. The second is called the unconstrained list, as shown in Table 12, and can be tapped into if the City secures additional funding.

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Table 11: Constrained project list

Project Name	Extents	Type	Description	Year(s) planned	Cost to City ($)	External funds ($)	Total	Source
Alexander Court Improvements - Phase 2	Highland Dr - WCR	Roadway	Reclaim existing roadway, install new curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2026-2030	1,113,954	218,519	1,332,473	Prosser TIP
Byron Rd Improvements	Sheridan Ave - West City Limits	Roadway	Reclaim existing roadway and widen including crushed surfacing, hot mix asphalt, and pavement markings.	2026-2027	305,300	587,453	892,753	Prosser TIP
WCR and OIE Hwy Round-about	YVH I/S - OIE Hwy I/S	Round-about	Construct new roundabout including excavation, crushed surfacing, HMA, curb, sidewalk, storm drainage, pavement markings, illumination, and related improvements.	2026-2027	0	2,375,000	2,375,000	Prosser TIP
Highland Dr Improvements	Alexander Ct - SR 22	Roadway	Reconstruct and widen roadway, curb and gutter, sidewalk, storm drainage, hot mix asphalt, and pavement markings.	2029	1,731,500	0	1,731,500	Prosser TIP
OIE Improvements Phase 2	WCR - Wamba Rd	Roadway	Reconstruct and widen roadway, curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2027-2028	183,500	1,734,100	3,661,101	Prosser TIP
Downtown revitalization: Meade Ave	5th St - 7th St, Bennett - Dudley	Roadway	Reconstruct roadway including new curb, gutter, sidewalk, crushed surfacing, hot mix asphalt, storm drainage, landscaping, illumination, and pavement markings.	2027-2028	220,500	4,410,000	4,630,500	Prosser TIP
WCR Resurfacing Phase 2	Bridge - Meade Ave	Roadway	Resurface roadway including pavement markings and ADA curb ramps.	2027	58,700	1,115,100	1,173,800	Prosser TIP
WCR Resurfacing Phase 3	Meade Ave - SR 22	Roadway	Resurface roadway including pavement markings and ADA curb ramps.	2026	29,200	567,300	596,500	Prosser TIP
Prosser Ave Improvements	Market St - Memorial St	Roadway	Reconstruct and widen a portion of roadway, curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2031	2,940,000	0	2,940,000	Prosser TIP
OIE Hwy Improvements Phase 3	Wamba Rd - Hinzerling Rd	Roadway	Reconstruct and widen roadway, curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2029-2030	484,400	3,103,600	3,588,000	Prosser TIP
Wamba Rd Improvements Phase 1	OIE Hwy - Merlot Drive	Roadway	Reconstruct and widen roadway, curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2029-2030	496,600	1,986,600	2,483,200	Prosser TIP
Wamba Rd Improvements Phase 2	WCR - OIE Hwy	Roadway	Reconstruct and widen roadway, curb and gutter, sidewalk, storm drainage, street lighting, hot mix asphalt, and pavement markings.	2030-2031	197,800	791,300	989,100	Prosser TIP

Project Name	Extents	Type	Description	Year(s) planned	Cost to City ($)	External funds ($)	Total	Source
City Wide ADA Ramp Replacement	N/A	Crossing	Add ADA ramps to pedestrian crossings throughout the city.	2028	71,700	645,500	717,200	Prosser TIP
Bennett Avenue Resurfacing and ADA Ramp Improvements	Florence St - W. City Limits	Roadway	Resurface roadway including pavement markings and ADA curb ramps.	2027	40,100	763,000	803,100	Prosser TIP
Market St Grind & Overlay	Meade Ave - SR 22	Roadway/ Sidewalk	Asphalt grind and overlay of traveled lanes including ADA ramp improvements	2026-2035	1,100,000	0	1,100,000	BFCOG RTP
SR 22 Sidewalk*	West City Limits - WCR	Sidewalk	Construct sidewalk on both sides of the street - 3 mi	2026-2035	0	1,156,400	1,156,400	New
Byron Rd Pathway	West City Limits - Sheridan Rd	Pathway	Construct separated HMA pathway on Yakima River side of Byron Road: includes environmental , clearing, grubbing, crushed surfacing, and 10’ wide HMA pathway	2026-2035	400,000	0	400,000	New
WCR Sidewalk	SR 22 - Max Benitz Rd	Sidewalk	Construct sidewalk on both sides of the street - 0.8 mi	2026-2035	1,1,00,000	0	0	New
Patterson Rd Sidewalk	7th St – Sunset Dr.t	Sidewalk	Construct new sidewalk on south side including, excavation, curb, gutter, sidewalk, storm drainage, crushed surfacing, and pavement markings 0.39 mi.i	2026-2035	0	907,400	907,400	New
10th St Sidewalk	Grant Ave - WCR	Sidewalk	Add sidewalk on both sides of the street - 0.1 mi	2026-2035	65,000	0	65,000	New
Grant Ave Sidewalk	6th St - 9th St	Sidewalk	Add sidewalk on one side of the street - 0.25 mi	2026-2035	162,500	0	162,500	New
7th St Sidewalk	Grant Ave - WCR	Sidewalk	Add sidewalk on one side of the street - 0.07 mi	2026-2035	35,000	0	35,000	New
North River Rd Sidewalk	WCR - 360 W North River Rd	Sidewalk	Add sidewalk on one side of the street - 0.16 mi	2026-2035	104,000	0	104,000	New
Grant Ave Crossing	WCR - 9th St	Crossing	Add one crosswalk between extents	2026-2035	68,500	0	68,500	New
WCR Crossings	8th St - SR 22	Crossing	Explore addition of crosswalks at 4 locations	2026-2035	274,000	0	274,000	New
Patterson Rd Crossings	SR 22 - Playfield Ave	Crossing	Explore addition of crosswalks at 2 locations	2026-2035	137,000	0	137,000	New
North River Rd Crossing	WCR - 360 W North River Rd	Crossing	Add one crosswalk between extents	2026-2035	68,500	0	68,500	New
Park Ave Sidewalk	Brown St - Guernsey St	Sidewalk	Add sidewalk on unpaved side - 0.25 mi	2026-2035	162,500	0	162,500	New

Project Name	Extents	Type	Description	Year(s) planned	Cost to City ($)	External funds ($)	Total	Source
Evans Ave Sidewalk	S Kinney Way - Bennett Ave	Sidewalk	Add sidewalk on one side - 0.4 mi	2026-2035	260,000	0	260,000	New
Market St Sidewalk	Park Ave - Dudley Ave	Sidewalk	Add sidewalk on one side - 0.2 mi	2026-2035	130,000	0	130,000	New
Alexander Court Bike Lane	WCR - Patterson Rd	Bike	Construct bike lane - 0.5 mi	2026-2035	264,000	0	264,000	New
				Total	**11,104,254**	**20,361,272**	**33,209,027**	

Notes:
OIE: Old Inland Empire WCR: Wine Country Rd
* : The SR 22 Sidewalk project would need to be planned and funded in coordination with WSDOT, as it is all within the WSDOT right-of-way.

Table 12: Unconstrained project list

Project Name	Extents	Type	Description	Year(s) planned	Cost to City ($)	External funds ($)	Total	Source
Downtown Intersection Improvements	5th St, Bennett Ave - Meade Ave	Roadway and Intersection	Reconstruct 5th street including roadway, curb, gutter, sidewalk, storm drainage, street lighting and intersections at Bennett and Meade Ave.	2026-2035	368,400	0	368,400	BFCOG RTP
Bennett Ave Overlay	Dudley Ave. - Florence St	Roadway	Asphalt grind and overlay of traveled lanes including ADA ramp improvements	2026-2035	700,000	0	700,000	BFCOG RTP
Market St Sidewalk Extension East Side	Park Ave - SR 22	Sidewalk	New sidewalk to include: Clearing, grubbing, excavation, crushed surfacing, curb, gutter, sidewalk and HMA patchback on portion of roadway	2026-2035	800,000	0	800,000	BFCOG RTP
Paterson Rd Improvements	7th Street	Roadway	Asphalt grind and overlay of traveled lanes including ADA ramp improvements	2026-2035	63,400	570,400	633,800	BFCOG RTP
Nunn Rd Improvements	W. City Limits - 200 ft east of Casi Ct	Roadway	Reconstruct and widen roadway including, excavation, storm drainage, crushed surfacing, curb, gutter, sidewalk, HMA, street lighting, and pavement markings	2026-2035	1,475,000	0	1,475,000	BFCOG RTP
WCR Bike Lane Improvement	Yakima River - Max Benitz Rd	Bike	2.3 mi. Upgrade to Buffered Bike Lane.	2026-2035	1,932,000	0	1,932,000	New
				Total	**11,104,254**	**20,361,272**	**33,209,027**	

5. Goals and Policies

The comprehensive planning process is guided by the adoption of broader goals and their supporting policies for each of the Elements. For the Transportation Element, the goals and policies from the 2021 comprehensive plan have been carried over to this update. There are 6 goals with a total 28 supporting policies, as listed in Table 13. In the order that they're listed, the goals focus on the following:

1. Safe and efficient multimodal transportation system.
2. Coordination with the regional transportation network.
3. Equitable distribution of costs and benefits.
4. Parity of transportation projects with future growth.
5. Inclusion of bike and pedestrian infrastructure in all relevant projects.
6. Support for transit for dependent populations at local and regional levels.

Table 13: Transportation goals and policies

Goal	**Policy**	Description
T-1		**Provide a balanced, multimodal transportation system that supports the safe and efficient movement of people and goods.**
	T-1.1	Adopt a Transportation Systems Plan (TSP) that classifies existing street networks by minimum acceptable levels of services and identifies transportation projects that are necessary to accommodate future growth.
	T-1.2	Establish a minimum level of adequacy for transportation facilities throughout the City using consistent and uniform standards.
	T-1.3	Focus efforts to address the transportation needs of mobility-disadvantaged groups, such as the elderly, disabled, low and moderate income, and youth.
	T-1.4	Classify city streets according to their function, so that needed mobility capacity may be preserved, and planned street improvements will be consistent with those functions.
	T-1.5	Seek control of parcels of land that may be needed in the future for any transportation purpose as the opportunity arises.
	T-1.6	Minimize the number of driveways on arterials to improve the pedestrian environment and reduce the potential for pedestrian and vehicle collisions.
	T-1.7	Maintain a truck route system to provide access to commercial and industrial land uses and reduce the impacts to neighborhoods and local streets.
	T-1.8	Plan for the growing use of alternative transportation modes and adapt to changes in personal automobile technologies, including alternative fuel source and autonomous vehicles.
	T-1.9	Implement City of Prosser's Complete Streets ordinance (Munucipal Code 12.04).
T-2		**To provide a local transportation system that is coordinated and consistent with the regional transportation network.**
	T-2.1	Work actively and cooperatively with other jurisdictions and regional and state agencies to plan, design, fund and construct regional transportation projects that support the city's Comprehensive Plan.

Goal	Policy	Description
	T-2.2	Facilitate effective use of the transportation system through coordination of transportation facilities and services for all types of motorized and non-motorized transportation throughout the county.
	T-2.3	Support local and regional public transportation agencies in providing service to Prosser and connectivity to nearby communities.
	T-2.4	Work with other transportation planning organizations to consider changes to the transportation network that incorporates designs that maximize efficiency.
T-3		**Distribute transportation costs and benefits equitably; and provide for consistency and fairness in establishing priorities for transportation expenditures.**
	T-3.1	Support the transportation needs of traditionally underserved neighborhoods and vulnerable populations through equitable investments throughout the City, including potential catch-up investment for areas in need as necessary.
	T-3.2	Establish clear and objective criteria for evaluating costs to public benefit when considering transportation system improvements.
	T-3.3	Petition decision making bodies to consider Prosser's transportation improvement prioritization system.
	T-3.4	Actively seek local, state, and federal funding and other grants for the development and enhancement of bike/pedestrian facilities, freeways, arterials, and traffic control systems.
T-4		**Ensure that transportation facilities and services needed to support development are available concurrent with the impacts of such development.**
	T-4.1	Ensure that the transportation network adequately serves existing and projected land use growth allocations.
	T-4.2	Establish, and update as necessary, level of service standards for all modes.
	T-4.3	Maintain adopted level of service standards so that conditions do not degrade below the standards with the addition of the new developments.
	T-4.4	Design arterials and streets to fit the intended character of the areas through which they pass.
T-5		**Recognize bicycle and pedestrian movement as basic means of circulation and to assure adequate accommodation of bicyclists and pedestrians in all transportation policies and facilities.**
	T-5.1	Create a bike/pedestrian Master Plan to inventory current and proposed bike/pedestrian connections and to guide development of future active transportation connections throughout the City.
	T-5.2	Incorporate pedestrian and bicycle facilities along with other mobility options in planning, developing and maintaining the transportation system.
	T-5.3	Improve the opportunities for pedestrians and bicyclists to safely cross streets at intersections and designated mid-block locations.
	T-5.4	Designate safe walkway and bikeway routes from residential areas to schools, parks, transit, and other activity centers.

Goal	Policy	Description
T-6		**Develop and support a public transit system and regional transportation strategies that address the special needs of the transportation disadvantaged and provide increased mobility options and access for all.**
	T-6.1	Offer a public transportation system that conveniently serves residents and workers within Prosser and offers easy connection to regional destinations.
	T-6.2	Work with transit providers to maintain and expand frequent and reliable transit service in Prosser to support community needs.
	T-6.3	Work cooperatively with public transportation agencies to development access management agreements for transit routes within the city.
	T-6.4	Identify, dedicate, and preserve necessary right-of-way for transit facilities including bumpouts, bus stops, turn lanes, etc.

DRAFT

Process for traffic LOS using v/c method

The data for carrying out the v/c method of assigning LOS to roadway segments in Prosser was gathered from Florida Department of Transportation's (FDOT) *Multimodal Quality/LOS Handbook*. Per the handbook, the first step is to assign a contextual code to the roadway, described in Table 14.

Table 14: Definitions for roadway contextual codes

Code	Name	Description
C1	Natural	Lands surrounded by nature or wilderness in permanent preservation
C2	Rural	Sparsely settled lands including agricultural land mixed with grassland, woodland, or wetlands
C2T	Rural Town	Small concentrations of developed areas immediately surrounded by rural and natural areas
C3R	Suburban Residential	Mostly housing immediately adjacent to the road, organized in large blocks with a disconnected or sparse roadway network
C3C	Suburban Commercial	Mostly non-residential uses with large building footprints and large parking lots; large blocks and disconnected or sparse roadway network
C4	Urban General	Mix of uses in 1–3 story buildings set in small blocks within a well-connected roadway network; can extend long distances
C5	Urban Center	Mixed uses in 1–5 story buildings within small blocks and a well-connected roadway network, concentrated around a civic or economic center
C6	Urban Core	Highest densities and building heights; within FDOT-classified Core Urbanized Areas (population greater than one million)

Source: FDOT's Multimodal Quality/LOS Handbook

Below, Table 15 shows the assignment of FDOT's contextual codes to the segments of the major Prosser streets studied for this TE.

Table 15: Assignment of FDOT's contextual codes to study segments of Prosser streets

Street/Road	Location Description	FDOT Code	Street/Road	Location Description	FDOT Code
Alexander Ct	North of Paterson	C3R	OIE Hwy	Between WCR & Gap	C3R
Alexander Ct	North of PHS entrance	C3R	OIE Hwy	East of Albro	C2T
Alexander Ct	North of Highland	C3C	OIE Hwy	Between WCR & Wamba	C3C
Bennett Ave	Between 6th St & Brown	C3R	OIE Hwy	East of Wine Country Villas	C3C
Bennett Ave	Between Brown & Florence	C3C	OIE Hwy	West of New Gate	C3R
Bennett Ave	Between Larch W. City Limits	C3R	Paterson Dr	Between Claire & Nell	C3R
Brown St	Between Yakima Ave. & Park Ave.	C3R	Wamba Rd	South of OIE	C2T
Byron	Between 3rd & W. City Limits	C2T	Wamba Rd	North of OIE	C3R
Chardonnay	Between WCR & Merlot	C3C	WCR	East of Alexander	C3R
Gap Rd	Between OIE & WCR	C3R	WCR	Gap at State R/W	C3C
Highland Dr	West of Alexander Ct.	C3R	WCR	West of Loves Truck Entrance	C2T
Highland Dr	East of Alexander Ct.	C3R	WCR	South of Albro	C2T
Kinney Way	North of Park Ave	C3C	WCR	South of N. River Rd Southbound	C3C
Kinney Way	South of Park Ave	C3R	WCR	South of N. River Rd northbound	C3C
Market St	Between SVID and SR22	C3R	WCR	North of OIE, Southbound	C3R
Meade Ave	Between WCR & Benson	C3R	WCR	South of OIE, Northbound	C3R
Merlot Dr	East of Gap/WCR	C3C	SR 221	East of SR 22	C3C
Merlot Dr	Gap & Merlot	C3C	SR 22	North of SR 221	C3C
North River Rd	Between Les Schwab & Petra Ave	C3R	SR 22	South of SR 221	C3R
Nunn Rd	West of WCR at Chukar W. approach	C3C	SR 22	South of WCR	C3C

Table 16 shows the LOS thresholds for different combinations of roadway contexts, number of lanes, and average daily traffic. For calculating the volume-to-capacity ratios in this document, the ADT capacity is taken as the volume for the lowest grade for each combination of FDOT code and lanes in the table. For example, the capacity for a roadway segment with code C2T and 2 lanes is 18,000 (corresponding to LOS D in the table).

Table 16: LOS grades for different roadway configurations

FDOT Code	Lanes	LOS B	LOS C	LOS D	LOS E
C1	2	4600	8200	14000	28500
C1	4	32000	45800	55700	63900
C1	6	48000	68300	83700	95900
C2	2	4600	8200	14000	28500
C2	4	32000	45800	55700	63900
C2	6	48000	68300	83700	95900
C2T	2	*	13800	18000	**
C2T	4	*	21800	31400	**
C2T	6	*	40500	48000	**
C3C	2	*	15300	21700	**
C3C	4	*	30700	36600	**
C3C	6	*	47700	54100	**
C3C	8	*	64000	64200	**
C3R	2	*	19600	22400	**
C3R	4	*	34300	37300	**
C3R	6	*	52900	55100	**
C4	2	*	*	17600	24000
C4	4	*	24400	36100	40800
C4	6	*	44700	56800	60400
C4	8	*	52300	66900	70900
C5	2	*	*	13900	21800
C5	4	*	26100	38300	43000
C5	6	*	28400	53900	62800
C5	8	*	58800	71900	73600
C6	2	*	***	16000	20800
C6	4	*	***	30100	38800
C6	6	*	***	55100	59400
C6	8	*	***	65700	70600

Notes:
* Cannot be achieved using table input value defaults.
** Not applicable for that LOS letter grade. For the automobile mode, volumes greater than LOS D become F because capacities have been reached.
*** LOS C thresholds are not applicable for C6, which are neither planned nor designed to achieve automobile LOS C.
Source:
Adapted from FDOT's *Multimodal Quality/LOS Handbook*

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
PMC 2.110 Civil Service Commission Amendment Item Type: Discussion	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Finance	Toni Yost	Rachel Shaw	509-786-2332

Cost of Proposal:	Fund Name and Number:
N/A Amount Budgeted: N/A	N/A

Reviewed by Finance Department:

TY 06/16/2026

Attachments to Agenda Packet Item:

1. Draft Ordinance No. 26-_____

Summary Statement:

During a recent review of PMC 2.110 staff recognized the code lacked some language related to the appointment and confirmation of Civil Service Commissioners. The current language was inconsistent with Council procedures and was also inconsistent with how other boards and commission appointments are managed.

To correct this error, staff prepared the attached update to clearly outline the process and ensure consistency with the appointment process for other boards and commissions.

If Council is in agreement with the proposed amendment, they can choose to adopt the ordinance as presented or direct staff to bring the Ordinance back for consideration of adoption at a future City Council meeting.

Consistent with Council Goal:

Recommended Action/Suggested Motion:
Recommended Motion: *Review proposed amendment to PMC 2.110 to provide for the appointment and confirmation of Civil Service Commissioners.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Toni Yost		Rachel Shaw
Date: Jun 16, 2026	**Date:**	**Date:** Jun 18, 2026

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE 2.110 TO PROVIDE FOR THE APPOINTMENT AND CONFIRMATION PROCESS FOR THE CIVIL SERVICE COMMISSION OF THE CITY OF PROSSER AND ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

Whereas, the City has an existing Civil Service Commission, but such committee has not been formally created by an ordinance of the City Council; and

Whereas, the Revised Code of Washington Chapter 41.12 requires that the City of Prosser establish such a board;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Prosser Municipal Code Section 2.110.010 is hereby enacted to read as follows:

2.110.010 Civil Service.

A. There is hereby established a civil service commission, consisting of three members serving six-year terms, appointed by the Mayor. The first three members of the Commission shall be appointed to terms as follows: one to serve for a period of two years, one to serve for a period of four years, and one to serve for a period of six years. Any member of such commissionmay be removed for incompetency, incompatibility, or derelictionof duty, or malfeasance in office, or other good cause; provided however, that no member of the commissionshall be removed until the charges have been provided, in writing, due notice and a full hearing had by the commission. Two of the members shall constitute a quorum and the affirmative vote of two members shall be required for any action to be taken by the commission.

B. The commission will be responsible for:

1. Making rules for operation of the civil service system that are consistent with the state law.

2. Give practical tests to determine the capacity of persons examined to perform the duties of the positions sought.

3. Conduct hearings and prepare reports.

4. Hear and determine appeals or complaints.

5. Provide for, develop and hold competitive tests to determine relative qualifications of candidates and, as a result of the testing process, prepare eligibility lists.

6. Certify to the appointing authority the name or names of the individuals ranked highest on the eligibility list.

7. Keep records.

8. Approve payrolls.

9. Appoint a secretary and chief examiner.

C. The commission will meet on the second Thursday of each month at 10:00 a.m. at the City of Prosser Council Chambers. Special meetings of the commission may be called in accordance with the Washington State Open Public Meetings Act.

D. The position of Police Chief shall be exempt from civil service coverage. The Police Chief shall have the authority to exclude an additional number of positions, to be designated the unclassified service. The number of such persons who may be designated shall be determined in accordance with the provisions of RCW 41.12.050.

E. The Civil Service Commission shall have all powers and authority available to it under Chapter 41.12 of the Revised Code of Washington, which is hereby adopted by reference as currently enacted or as hereafter amended or recodified from time to time, and shall be given the same force and effect as if set forth herein in full.

Section 2. Prosser Municipal Code Chapter 2.110.020 is hereby enacted to read as follows:

2.110.020 Appointments And Confirmation Process.

Upon notice of a commission vacancy, the mayor shall direct the city clerk to publish notice of the vacancy in the city's paper of record, and on the city's website. A minimum of thirty days shall be provided to citizens at large to apply for the position; provided, however, that an appointment can be made in less than thirty days if the mayor finds that an emergency exists and the position must be filled immediately.

Unless otherwise provided, the mayor shall appoint all members of the commissions in this chapter; provided, that those appointments shall be subject to confirmation by a majority vote of the city council.

Vacancies occurring otherwise than through the expiration of terms shall be filled by similar appointment for the unexpired term. If a member's term expires before a new member is appointed or reappointed and confirmed by the city council, then that expired member's term shall continue until a new member is appointed by the mayor and confirmed by the city council or the existing member is re-appointed and reconfirmed by the city council.

Section 3. Prosser Municipal Code Chapter 2.110.900 is hereby enacted to read as follows:

2.110.900 Severability.

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this chapter.

Section 3. SEVERABILITY. The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 4. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this ____ day of _____, 2026.

_____
MAYOR GARY VEGAR

[ ] APPROVE
[ ] VETO

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26 -

of the City of Prosser, Washington

On the _____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. 26 - _____ . A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE CHAPTER 5.05 MOBILE/NOMADIC VENDOR AND PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
JACQUELINE RENTERIA, CITY CLERK

CITY OF PROSSER, WASHINGTON

AGENDA BILL

Agenda Title:	Meeting Date:
Prosser Municipal Code 2.130.010 Amendment and Addition of PMC 2.130.120 Tree Advisory Committee **Item Type:** Discussion	June 23, 2026 Regular City Council Meeting

Department:	Director:	Contact Person:	Phone Number:
Administration	Rachel Shaw	Rachel Shaw	(509) 786-8218

Cost of Proposal:	Fund Name and Number:
N/A **Amount Budgeted:** N/A	N/A

Reviewed by Finance Department:

N/A

Attachments to Agenda Packet Item:

1. Ordinance No. 23.-3200
2. Draft Ordinance 26-_____ Amending PMC 2.130.010 and adding PMC 2.130.120 Tree Advisory Committee

Summary Statement:

The City of Prosser's Tree Committee was effectively dissolved in **2023** when the City Council adopted **Ordinance No. 23-3200**. That ordinance repealed former **Prosser Municipal Code (PMC) 12.24.040**, which was the section that established and governed the Tree Committee. The ordinance shifted responsibility for developing street tree standards from the Tree Committee to the Mayor or the Mayor's designee, with standards ultimately adopted by City Council resolution.

Specifically, Ordinance 23-3200 states:
"Section 4 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.040 are all hereby repealed."

The ordinance also amended PMC 12.24.050 to provide that: "The Mayor or his or her designee shall prepare standards for Street Trees, for recommendation to the city council."

History of the Tree Committee
The Tree Committee was originally established in 1983 by **Ordinance No. 1255** as part of the City's Street Tree Ordinance (PMC Chapter 12.24). Ordinance 1255 also established the City's Street Tree Fund.
The committee existed for roughly **40 years** before being repealed by **Ordinance No. 23-3200** in 2023.

Purpose of the Committee
The committee's primary role was to serve as an advisory body to the City Council on street tree related programs. Prior to the 2023 amendments, the committee was responsible for:

- Developing and maintaining standards for street trees.
- Reviewing issues related to planting, pruning, removal, and replacement of street trees.
- Advising the City Council on tree related matters.
- Helping establish and maintain approved street tree species lists.
- Providing recommendations regarding tree management in public rights-of-way.

When the ordinance was amended in 2023, these responsibilities were reassigned to the Mayor or Mayor's designee, with standards ultimately approved by City Council resolution.

Why the Committee Was Eliminated
The 2023 ordinance was appealed to:

1. Remove the requirement for a standing committee.
2. Streamline administration of the street tree program.
3. Allow staff to prepare standards directly.
4. Keep final policy authority with the City Council.

The City's current process places administration within the Public Works Department rather than a volunteer advisory committee. The Public Works Director now reviews Street Tree Maintenance Permits for work within the right-of-way.

Opportunity
We can engage our community members as desired by the City Council and reestablish urban forestry practices that have changed since the original 1980s model.

Urban Forest Planning

- Canopy preservation goals
- Climate resilience
- Species diversity
- Drought-tolerant tree selection

Community Engagement

- Arbor Day activities
- Tree City USA coordination
- Volunteer tree planting events
- Public education

Development Review

- Advising on significant tree retention
- Reviewing landscape standards
- Recommending street tree lists

Long-Range Planning

- Obtain Street Tree USA designation
- Downtown tree succession planning
- Neighborhood canopy assessments
- Grant opportunities
- Urban Forestry Management Plan implementation

Suggested Committee Structure

- 5-7 members
- One City Council representative
- One local arborist/landscape professional (if available)
- 3-4 citizens, at-large

Staff Support

- Public Works Director
- City Administrator

Meeting Frequency

- Monthly and or quarterly regular meetings, or as needed
- Special meetings for major projects

Term Length

- 1-2 years

If Council is in agreement with proposed amendment to the Municipal Code, Staff will bring back the Ordinance at a future City Council meeting for consideration of approval.

Consistent with Council Goal:

Goal #1: Livability & Quality of Life, Goal #5: Operational Excellence & Communication

Recommended Action/Suggested Motion:

Recommended Motion: *Review proposed amendment to PMC 2.130.010 and the addition of PMC 2.130.120 Tree Advisory Committee.*

Reviewed by Department Director:	Reviewed by City Attorney:	Approved by City Administrator:
Rachel Shaw		Rachel Shaw
Date: Jun 18, 2026	**Date:**	**Date:** Jun 18, 2026

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 23-_____

AN ORDINANCE OF THE CITY OF PROSSER, WASHINGTON, REPEALING SECTION 4 OF ORDINANCE NUMBER 1255 AND REPELING PROSSER MUNICIPAL CODE SECTION 12.24.040 AND AMENDING SECTIONS 1, 2, 3, 5, 6, 7, 8, 9, AND 11 OF ORDINANCE 1255; AND AMENDING PROSSER MUNICIPAL CODE SECTIONS 12.24.010, 12.24.020, 12.24.030, 12.24.050, 12.24.060, 12.24.070, 12.24.080, 12.24.090, 12.24.110, AND ENACTING 12.24.100 TO PROVIDE FOR FEES FOR PERMITS ISSUED UNDER THE CHAPTER. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 1 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.010 are all hereby amended to read as follows:

12.24.010 Purpose.

A. Much of the beauty of the city of Prosser is concentrated in the trees situated in and along the public rights-of-way within the city of Prosser.

B. In order to maintain, preserve and enhance the beauty of the city of Prosser, it is desirable that standards be established.

C. Regulation of planting, pruning, and removal of Street Trees in the public right-of-way is necessary to public health, safety or welfare.

Section 2. Section 2 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.020 are all hereby amended to read as follows:

12.24.020 Definitions.

A. Street Trees. “Street Trees” are defined as trees on public rights-of-way within the city.

B. Top. “Top” is herein defined as the severe cutting back of tree limbs to stubs larger than three inches in diameter within the tree’s crown to such a degree so as to remove the normal canopy and disfigure the tree.

Section 3. Section 3 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.030 are all hereby amended to read as follows:

12.24.030 Adoption of standards for pruning and safety requirements.

A. The American National Standards Institute, Inc. ANSI A300 Pruning Standards as now existing or as hereafter may be amended are hereby adopted by the city of Prosser. All persons pruning Street Tree shall comply with ANSI A300's standards.

B. All persons pruning or removing Street Trees shall comply with Chapter 296-45 of the Washington Administrative Code as now existing or as hereafter may be amended.

Section 4. Section 4 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.040 are all hereby repealed.

Section 5. Section 5 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.050 are all hereby amended to read as follows:

12.24.050 Standards for Street Trees.

A. The Mayor or his or her designee shall prepare standards for Street Trees, for recommendation to the city council. The standards for Street Trees for the city shall be adopted by resolution by the city council, which shall apply for all purposes of this Chapter.

B. "Standards" for the purpose of PMC 12.24.050 shall mean the following:

i. Preparing a list of trees that are both suitable for Prosser's climate and which will not damage adjacent public infrastructure for planting as Street Trees.

Section 6 Section 6 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.060 are all hereby amended to read as follows:

12.24.060 Pruning, trimming, repairing, removing, and planting Street Trees.

It shall be unlawful to prune, trim, repair, remove, or plant Street Trees without having secured a permit therefore. Application for such permits shall be made to the city clerk and referred to the public works director before issuance, and shall be subject to this chapter and the standards adopted under this chapter. No permit shall be issued without the applicant having signed an agreement in writing to comply with this chapter and the standards adopted under this chapter. The city's Public Works Director may waive the requirement for a permit for utilities or franchisees working in the right of way.

Section 7. Section 7 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.070 are all hereby amended to read as follows:

12.24.070 Tree topping.

It shall be unlawful for any person to Top any Street Tree. Street Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this chapter at the determination of the city's Public Works Director.

Section 8. Section 8 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.080 are all hereby amended to read as follows:

12.24.080 Removal of stumps.

All stumps of Street Trees shall be removed six inches or more below the original ground level existing before the removal of the Street Tree.

Section 9. Section 9 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.090 are all hereby amended to read as follows:

12.24.090 Replanting.

A. Every permit for the removal of a Street Tree shall state whether a replacement tree meeting the standards adopted by the city of Prosser shall be planted, and the location the replacement tree is to be planted. The replacement Street Tree shall be planted by the permittee within one growing season after the Street Tree was removed unless additional time is granted by permit.

Section 10. Prosser Municipal Code Section 12.24.100 is enacted to read as follows:

12.24.100 Permit Fees.

Fees for all permits required by this Chapter shall be paid in the amount established on the City's fee ordinance.

Section 11. Section 11 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.110 are all hereby amended to read as follows:

12.24.110 Penalties.

Any person violating any provisions of this chapter, or the standards adopted under this chapter, shall commit a Class 1 Civil Infraction and shall pay the penalty provided for in Prosser Municipal Code Chapter 1.40.

Section 12. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 13. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council and **APPROVED** by the Mayor, this 7th, day of February, 2023.

_____
MAYOR RANDY TAYLOR

ATTEST:

_____
RACHEL SHAW, CITY CLERK

Approved as to form:

_____
HOWARD SAXTON, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO 23-_____

of the City of Prosser, Washington

On the ____ day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. _____. A summary of the content of said ordinance, consisting of the title, provides as follows:

> AN ORDINANCE OF THE CITY OF PROSSER, WASHINGTON, REPEALING SECTION 4 OF ORDINANCE NUMBER 1255 AND REPELING PROSSER MUNICIPAL CODE SECTION 12.24.040 AND AMENDING SECTIONS 1, 2, 3, 5, 6, 7, 8, 9, AND 11 OF ORDINANCE 1255; AND AMENDING PROSSER MUNICIPAL CODE SECTIONS 12.24.010, 12.24.020, 12.24.030, 12.24.050, 12.24.060, 12.24.070, 12.24.080, 12.24.090, 12.24.110, AND ENACTING 12.24.100 TO PROVIDE FOR FEES FOR PERMITS ISSUED UNDER THE CHAPTER. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
CITY CLERK, RACHEL SHAW

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 23-3200

AN ORDINANCE OF THE CITY OF PROSSER, WASHINGTON, REPEALING SECTION 4 OF ORDINANCE NUMBER 1255 AND REPELING PROSSER MUNICIPAL CODE SECTION 12.24.040 AND AMENDING SECTIONS 1, 2, 3, 5, 6, 7, 8, 9, AND 11 OF ORDINANCE 1255; AND AMENDING PROSSER MUNICIPAL CODE SECTIONS 12.24.010, 12.24.020, 12.24.030, 12.24.050, 12.24.060, 12.24.070, 12.24.080, 12.24.090, 12.24.110, AND ENACTING 12.24.100 TO PROVIDE FOR FEES FOR PERMITS ISSUED UNDER THE CHAPTER. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 1 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.010 are all hereby amended to read as follows:

12.24.010 Purpose.

A. Much of the beauty of the city of Prosser is concentrated in the trees situated in and along the public rights-of-way within the city of Prosser.

B. In order to maintain, preserve and enhance the beauty of the city of Prosser, it is desirable that standards be established.

C. Regulation of planting, pruning, and removal of Street Trees in the public right-of-way is necessary to public health, safety or welfare.

Section 2. Section 2 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.020 are all hereby amended to read as follows:

12.24.020 Definitions.

A. Street Trees. "Street Trees" are defined as trees on public rights-of-way within the city.

B. Top. "Top" is herein defined as the severe cutting back of tree limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Section 3. Section 3 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.030 are all hereby amended to read as follows:

12.24.030 Adoption of standards for pruning and safety requirements.

A. The American National Standards Institute, Inc. ANSI A300 Pruning Standards as now existing or as hereafter may be amended are hereby adopted by the city of Prosser. All persons pruning Street Tree shall comply with ANSI A300's standards.

B. All persons pruning or removing Street Trees shall comply with Chapter 296-45 of the Washington Administrative Code as now existing or as hereafter may be amended.

Section 4. Section 4 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.040 are all hereby repealed.

Section 5. Section 5 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.050 are all hereby amended to read as follows:

12.24.050 Standards for Street Trees.

A. The Mayor or his or her designee shall prepare standards for Street Trees, for recommendation to the city council. The standards for Street Trees for the city shall be adopted by resolution by the city council, which shall apply for all purposes of this Chapter.

B. "Standards" for the purpose of PMC 12.24.050 shall mean the following:

i. Preparing a list of trees that are both suitable for Prosser's climate and which will not damage adjacent public infrastructure for planting as Street Trees.

Section 6 Section 6 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.060 are all hereby amended to read as follows:

12.24.060 Pruning, trimming, repairing, removing, and planting Street Trees.

It shall be unlawful to prune, trim, repair, remove, or plant Street Trees without having secured a permit therefore. Application for such permits shall be made to the city clerk and referred to the public works director before issuance, and shall be subject to this chapter and the standards adopted under this chapter. No permit shall be issued without the applicant having signed an agreement in writing to comply with this chapter and the standards adopted under this chapter. The city's Public Works Director may waive the requirement for a permit for utilities or franchisees working in the right of way.

Section 7. Section 7 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.070 are all hereby amended to read as follows:

12.24.070 Tree topping.

It shall be unlawful for any person to Top any Street Tree. Street Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this chapter at the determination of the city's Public Works Director.

Section 8. Section 8 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.080 are all hereby amended to read as follows:

12.24.080 Removal of stumps.

All stumps of Street Trees shall be removed six inches or more below the original ground level existing before the removal of the Street Tree.

Section 9. Section 9 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.090 are all hereby amended to read as follows:

12.24.090 Replanting.

A. Every permit for the removal of a Street Tree shall state whether a replacement tree meeting the standards adopted by the city of Prosser shall be planted, and the location the replacement tree is to be planted. The replacement Street Tree shall be planted by the permittee within one growing season after the Street Tree was removed unless additional time is granted by permit.

Section 10. Prosser Municipal Code Section 12.24.100 is enacted to read as follows:

12.24.100 Permit Fees.

Fees for all permits required by this Chapter shall be paid in the amount established on the City's fee ordinance.

Section 11. Section 11 of Ordinance Number 1255, and Prosser Municipal Code Section 12.24.110 are all hereby amended to read as follows:

12.24.110 Penalties.

Any person violating any provisions of this chapter, or the standards adopted under this

chapter, shall commit a Class 1 Civil Infraction and shall pay the penalty provided for in Prosser Municipal Code Chapter 1.40.

Section 12. **SEVERABILITY.** The provisions of this ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional, the remainder of this ordinance shall not as a result of said section, sentence, clause, or phrase be held unconstitutional or invalid.

Section 13. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the City Council and **APPROVED** by the Mayor, this 7th day of February, 2023.

MAYOR RANDY TAYLOR

ATTEST:

RACHEL SHAW, CITY CLERK

CITY OF PROSSER, WASHINGTON Incorporated 1899 Official Seal

APPROVED AS TO FORM:

HOWARD SAXTON, CITY ATTORNEY

Date of Publication: 2/15/2023

SUMMARY OF ORDINANCE NO 23-3200

of the City of Prosser, Washington

On the 7th day of February, 2023, the City of Prosser, Washington, passed Ordinance No. 23-3200. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF PROSSER, WASHINGTON, REPEALING SECTION 4 OF ORDINANCE NUMBER 1255 AND REPELING PROSSER MUNICIPAL CODE SECTION 12.24.040 AND AMENDING SECTIONS 1, 2, 3, 5, 6, 7, 8, 9, AND 11 OF ORDINANCE 1255; AND AMENDING PROSSER MUNICIPAL CODE SECTIONS 12.24.010, 12.24.020, 12.24.030, 12.24.050, 12.24.060, 12.24.070, 12.24.080, 12.24.090, 12.24.110, AND ENACTING 12.24.100 TO PROVIDE FOR FEES FOR PERMITS ISSUED UNDER THE CHAPTER. THE ORDINANCE ALSO SETS FORTH THE EFFECTIVE DATE OF THE ORDINANCE AND PROVIDES THAT ITS PROVISIONS ARE SEVERABLE FROM ONE ANOTHER AND PROVIDES FOR PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

DATED this 7th day of Febmary, 2023

Rachel M Shaw

RACHEL SHAW, CITY CLERK

CITY OF PROSSER, WASHINGTON
ORDINANCE NO. 26-_____

AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE 2.130.010 AND ADDING PROSSER MUNICIPAL CODE 2.130.120 TREE ADVISORY COMMITTEE AND ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SUMMARY PUBLICATION.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF PROSSER, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Prosser Municipal Code Section 2.130.010 is hereby amended to read as follows:

2.130.010 Citizen advisory boards and commissions created.

A. Planning Commission.

B. Board of Adjustment.

C. Lodging Tax Advisory Committee.

D. Parks and Recreation Open Space Advisory Committee.

E. Tree Advisory Committee

Section 2. Prosser Municipal Code Section 2.130.120 is hereby added and shall read as follows:

2.130.120 Tree Advisory Committee.

A. Purpose. The Tree Committee shall serve as an advisory body to the City Council, Mayor, and City staff regarding the protection, planting, maintenance, and enhancement of trees within the City, with particular emphasis on public trees, street trees, parks, public rights-of-way, and other City-owned or City-managed properties. The Committee may review and make recommendations concerning tree-related policies, ordinances, standards, approved species lists, urban forestry planning, public education, Arbor Day activities, grant opportunities, and community volunteer efforts. The Committee shall not direct City staff, approve permits, enforce City code, expend funds, or make binding decisions unless expressly authorized by the City Council.

B. Membership. The Tree Advisory Committee consists of eight members, including one member of the Prosser City Council, one staff liaison, and six members of the public who all serve at the pleasure of the Mayor and who are all approved by Council.

B. Term Length. Except for the staff liaison, all members must reside within Prosser city limits. Each member will serve for a one-year term, with an option to be reappointed for up to two additional, consecutive terms totaling three consecutive terms. Each year the Mayor or Mayor's designee shall receive recommendations for membership in the committee. The mayor or mayor's designee shall then review membership of the Committee and appoint individuals as necessary or desirable with City Council concurrence.

Section 4. SEVERABILITY.

If any section, subsection, sentence, clause, paragraph, phrase, or word of this chapter should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, paragraph, phrase or word of this chapter.

Section 5. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

ADOPTED by the City Council and **APPROVED** by the Mayor this _____day of _____, 2026.

_____
MAYOR GARY VEGAR
[ ] APPROVE
[ ] VETO

ATTEST:

_____
JACQUELINE RENTERIA, CITY CLERK

APPROVED AS TO FORM:

_____
BENJAMIN GOODWIN, CITY ATTORNEY

Date of Publication: _____

SUMMARY OF ORDINANCE NO. 26-

of the City of Prosser, Washington

On the _____day of _____, 2026, the City of Prosser, Washington, passed Ordinance No. 26-_____. A summary of the content of said ordinance, consisting of the title, provides as follows:

> **AN ORDINANCE AMENDING PROSSER MUNICIPAL CODE 2.130.010 AND ADDING PROSSER MUNICIPAL CODE 2.130.120 TREE ADVISORY COMMITTEE AND. ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR SUMMARY PUBLICATION.**

The full text of this Ordinance will be mailed upon request.

DATED this _____ day of _____, 2026

_____
JACQUELINE RENTERIA, CITY CLERK

CITY OF PROSSER CITY COUNCIL

EXECUTIVE SESSION PURSUANT TO RCW 42.30.110(1)(b)(c)

*To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price**; (c)** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;*